



Nantucket Community School

NANTUCKET COMMUNITY SCHOOL ADULT EDUCATION

Job Description

TITLE: SPANISH INSTRUCTOR

REPORTS TO: Adult Education Coordinator

TERMS OF EMPLOYMENT: This is a 50/50 split position where the instructor will receive 50% of the student fees for those enrolled.

JOB SUMMARY: The Spanish Instructor is responsible for providing Spanish instruction to adult students whose primary language is English. The Spanish Instructor will be responsible for curriculum development, evaluation of students' progress, and accurate maintenance of all students' records. Classroom instruction should be interactive and incorporate a variety of teaching techniques, materials, and resources. The classes meet on weekday evenings.

QUALIFICATIONS:

- Prior experience teaching adults
- Proficiency in Spanish and English
- Ability to establish and maintain effective working relationships with others
- Ability to converse with members of the public in a pleasant and effective manner

DUTIES AND RESPONSIBILITIES:

1. Provide Spanish Instruction to limited Spanish-proficient adult students
2. Develop and implement instructional lessons based on student's proficiency level
3. Provides ongoing feedback to students and the coordinator.
4. Analyze student progress to identify areas for improvement
5. Administers formative and summative assessments
6. Develop and strengthen relationships with community members participating in NCS programs.
7. Maintain confidentiality of reports, records, correspondence, and communications.
8. Act as a friendly ambassador for Nantucket Community School and Nantucket Public School District.
9. Maintain satisfactory attendance.
10. Adhere to and remain familiar with protocols and program policies developed by the Nantucket Public School and the Nantucket Community School.
11. Maintain a professional and pleasant attitude, being tactful and courteous toward co-workers, students, parents, and members of the public.
12. Present a professional appearance, a positive attitude, and a high standard of customer service at all times.

EVALUATION: The Adult Education Coordinator will evaluate this job's performance annually.

APPLICATION: Interested candidates should apply by June 1st to the Nantucket Community School Adult Education Coordinator. Candidates must submit a letter of interest, resume, and NCS Application via email to lenaneb@npsk.org. Applications can be found at www.nantucketcommunityschool.org.