



Job Title: Spanish Teacher (adults)	Reports to: Language Services Director
Position Type : Contract	Department: Language Services
<p>Job Description: Teaches English-speaking professionals who are looking to learn basic Spanish vocational skills that will help them communicate in a professional setting.</p>	
<p>Job Purpose: Increase the Spanish language vocational skills of the local English-speaking community to increase their basic work and personal connection with the Spanish-speaking community, while reducing the language barrier gap in a professional environment.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Develop and deliver Basic Spanish for Professionals curriculum to increase Spanish literacy language skills of students, and enhance their work readiness and/or continuation for professional purposes • Adapt teaching methods and instructional materials to meet students’ varying needs, abilities and interests • Maintain accurate and complete student records (pre and post-tests, class attendance, intake registration forms, etc.) as required by organization policies • Keep abreast of developments in the field by reading current literature, conducting research, talking with colleagues and participating in professional development opportunities • Plan, evaluate and revise curricula, course content, course materials and methods of instruction • Negotiate logistics to secure room availability for all adult education activities • Train and supervise volunteer and tutors assigned to Spanish Class program and classes • Meet or exceed outcomes of Spanish Class contracts while staying within budget • Respond to student emails as necessary. • Other duties as assigned <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Fluently bilingual in English and Spanish, both oral and written expression, REQUIRED • Bachelor’s Degree in Education, Literacy or Related Field (or equivalent work experience) • Two years of experience in instruction and curriculum development • Secondary teaching credentials preferred, but not required • Cultural competency and experience working with the Spanish-speaking Hispanic community • Must be available two evenings/week and occasional Saturdays to increase access for students • Must undergo and pass criminal background check, reference check and drug screening • Strong work ethic, teamwork and problem-solving skills <p>Interested Candidates should submit a completed resume and cover letter to: info@hispanic-center.org</p>	