



Met at MAC Spanish Lead Teacher Montessori Academy of Colorado

The Spanish Lead Teacher is a critical component for the successful operation of the Met at MAC. This position is responsible for Spanish Curriculum and implementation as well as the communication regarding the program to parents and potential families of the Elementary program. This lead also is responsible for the Artist in Residence program. The position is responsible for creating a curriculum, finding and collaborating with Artists and promoting the program.

Language Responsibilities

1. Work in the work cycle – having need based conversations with students in Spanish
2. Create group activities in circle time in Spanish
3. Set up, utilize and offer Rosetta Stone to children
4. Coordinate with parents on Rosetta Stone
5. Create and use Spanish materials.
6. Maintain a shelf of Spanish work that is rotated as needed.
7. Co create Spanish lesson work plans with each student
8. Create a bi weekly Spanish update for the class web page

Class Environment Responsibilities

1. Complete daily and weekly side work
2. Work with other staff in class on schedules
3. Collaborate with co lead on student files and recordkeeping and planning
4. Work independently and with fellow to consistently improve and clean the environment

Artist is Resident Responsibilities

1. Solicit no fewer than four artist – optimally 6 local artists to develop curriculum for the Elementary class
2. Confirm and schedule Artists 2 months in advance
3. Create a monthly update for the class web page

4. Work with gala liaison to structure Artist recognition, display of Art and hosting artist at the Gala.

Library Time Responsibilities

1. Create lessons for students on how to utilize the library. Catalogue system, how to research, research library related events.

Qualifications

1. Bachelors Degree in related field
2. Elementary training or experience working with Elementary students
3. Native Spanish speaker
4. Experience teaching classes
5. Detail oriented
6. Ability to manage preparation time
7. Ability to work outside of contract hours