Chattanooga School of Language

Spanish Teacher
Job Description
Updated 2024

Note:
This position requires teachers to be able to teach at least some classes in-person in the Chattanooga, TN, area.

Job Summary
Language teachers at CSL provide quality, highly-relational classes that are encouraging, confidence-building, and effective in helping students reach their unique goals. They seek to foster community, through the connectivity of language, in all they do. They are focused on bringing people and cultures together.

We are currently in need of a part-time Spanish teacher. Preference given to native speakers with teaching experience and/or candidates who also have experience teaching English as a Second Language, French, and/or Portuguese.

Responsibilities & Duties
- Teach for 6+ hours per week (10-20 hours preferred)
- Teach virtually (on Zoom) **and** in person in the Chattanooga area
- Teach a wide variety of ages, ranging from young children to adults, in both group and one-on-one settings
- Teach on-site at local schools or businesses, if we have the demand (i.e. after-school kids' classes)
- Plan well for every class and provide appropriate resources to students through CSL's Google Drive
- Work to integrate Comprehensible Input (CSL's foundational methodology) principles and activities into every class (training will be provided if you're not already familiar with CI practices)
- Check in to CSL's communication platforms (Gmail and Slack) at least once every weekday and respond to all communications within 24 hours and all internal task requests within 48 hours
- Complete all required weekly administrative tasks (i.e. attendance, scheduling, etc.)
- Attend monthly team meetings, quarterly check-in meetings with CSL's manager, quarterly colleague support meetings with a fellow team member, and various professional development opportunities and team functions throughout the year

- Maintain professionalism and an encouraging, constructive, and validating demeanor in all interactions with students and fellow team members

Qualifications & Skills
- Advanced proficiency in Spanish (preference given to native speakers)
- (*preferred, but not required*) Advanced proficiency in another language you would also be willing to teach (i.e. ASL, Arabic, Chinese, French, German, Italian, Japanese, Korean, Portuguese or Russian)
- Spanish language teaching experience
  - **or** Spanish interpretation experience + teaching experience (of any kind)
- Ability to develop customized curriculum and remain flexible and adaptable to suit student needs/desires
- Excellent people skills
- Team player mindset; but able to work well independently
- Passionate about sharing your language and culture with others and supporting students on their journey toward achieving their unique language learning goals
- Willing to be trained and eager to learn

- Degrees and certifications related to Spanish and/or teaching preferred, but not required
- Previous experience teaching with comprehension-based methods preferred, but not required

- If candidate has other administrative, communications, and/or marketing skills and experience, these will also be taken into account and could lead to a broader role at CSL beyond the teacher role

Compensation & Perks
- Flexible schedule (i.e. you can choose what days/times you want to teach that match our current student needs/demand)
  - Please note that weekly hours may fluctuate, depending on the demand of student needs and interests
- Opportunity to teach both remotely and in-person
- Supportive and empowering team culture + community of continuous learning and innovation
- Paid professional development opportunities

- $30/hr teaching rate (starting rate)
- Additional weekly $15/hr administrative rate (for required meetings, trainings, and other administrative tasks)
- Additional perks after six months

- After completion of six months of teaching for CSL, compensation rates and opportunities may increase depending on a teacher's amount of weekly teaching hours

How to Apply

Interested applicants must complete **this form** . Incomplete applications will not be considered.