

GRAMMAR SCHOOL LATIN TEACHER

Job Description



Employee Type: Part-time

Date Prepared: 2/16/2024

Reports To: Grammar School Director

OVERVIEW: The Grammar School Latin Teacher provides introductory Latin language instruction to Grammar School students (grades 3-5) as the foundation for a robust classical education and future language learning. He/she works collaboratively with the Grammar School teaching team to build a vibrant educational program at Augustine Classical Academy. He/she animates ACA's mission and the Latin language by delivering engaging lessons, integrating the Christian faith and learning, building a partnership with families, and growing professionally in a community of fellow learners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Latin Instruction

- Facilitate introductory Latin courses for Grammar School students.
- Provide additional strategies and resources for struggling students; provide additional resources for gifted/advanced students.
- Maintain a clean, orderly, joyful learning environment at all times.
- Grade and return all student work within one week of its original submission.
- Participate in regular (monthly, unless otherwise specified) teacher-curriculum meetings.
- Participate in ACA's Master Teacher Development program or other required staff development; attend staff development and in-service meetings.
- Provide grade-specific and Latin-specific feedback to ACA administration.

Partnership with Parents

- Participate in parent-related special events throughout the year (e.g., Exordium, Speech Meet).
- Maintain regular communication with parents through weekly updates, progress reports, parent-teacher conferences, and informal interactions.
- Respond to parent communications in a timely manner.
- Strive to resolve any parental concerns.
- Learn parent names and greet parents personally as opportunity presents.

Support of ACA Mission, Culture and Teaching Efforts

- Model school values and culture; lead by example.
- Cultivate a solutions-oriented outlook, a mentality of proactive action rather than reaction, a balance of excellence and grace, and a demeanor that glorifies God.
- Cultivate camaraderie and team-building with fellow employees.

ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor's degree (minimum)
- Ability to commit to ACA mission, statement of faith, and employee standards of conduct
- Classroom teaching/language teaching experience

- Familiarity with Classical Christian education (preferred) and willingness to be trained in classical Christian educational model
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Ability to work well with children, staff, and parents

SALARY AND BENEFITS

- \$25,000-28,000 annual salary depending on experience and qualifications
- Partially sponsored health and dental insurance plans
- Reduced ACA tuition for dependents
- Employee Continuing Education Tuition Benefit with Colorado Christian University