



# The Language & Cultural Club

## Spanish Immersion Program for Children

### JOB DESCRIPTION

**The Language & Cultural Club (TLCC) Maryland is looking for part-time Spanish teachers and aides.**

Curriculum and training will be provided!

**Job Title: Head Teacher**

#### **Required Skills:**

Bilingual English/Spanish

Passion for children and teaching

Have own transportation

Must be eligible to work in the US

Able to commit at least for a full semester

Some experience working with children or handling a group of students on your own, within a classroom setting

Treating children with dignity and respect

#### **Responsibility:**

Be responsible for the group of students and prepare the lessons for each class according to the lesson plan provided by TLCC Director:

- Learn and prepare in advance the songs of the Tic-Talk Spanish Music collections and bring the music and devices to teach the thematic units for each class
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations and bring them to each class
- Must come to the meeting area 15 minutes before students arrive or classes start
- Assist children individually or in small groups in order to help master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, gymnasiums, back grounds or on field trips.
- Conduct demonstrations to teach Spanish and participate in dancing, and handicrafts activities
- Do roll call and make sure all students registered are in class, then scort children from multipurpose room to the assigned classroom
- Sign confidentiality agreement about use of information and curriculum

**Interested send resume to: E-mail to: [programs@t-lcc.com](mailto:programs@t-lcc.com)**

**Website: <http://www.t-lcc.com/>**