



# The Language & Cultural Club

Spanish Immersion Program for Children

## JOB DESCRIPTION

The Language & Cultural Club (TLCC) Maryland is looking for part-time Spanish Head Teachers.  
Curriculum and training will be provided!

### Job Title: Head Teacher

#### Required Skills:

- Bilingual English/Spanish or native speaker
- Passion for children and teaching
- Have your own transportation
- Must be eligible to work in the US
- Able to commit at least for a full semester with hours scheduled mostly in the afternoon
- Have some experience working with children or handling a group of students on your own within a classroom setting

#### Responsibility:

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

- Learn and prepare in advanced the songs of the Tic-Talk Spanish Music collections, videos, equipment, and devices to teach the classes
- Prepare lesson materials, displays, exhibits, equipment, boards, etc., and bring them to each class
- Must come to the meeting area 15 minutes before students arrive, and prepare the classroom
- Assist children individually or in small groups, in order to help them with activities or assignments to reinforce the vocabulary and concepts taught in class.
- Supervise students in classrooms, halls, cafeterias, gymnasiums, backgrounds, etc.
- Conduct demonstrations to teach Spanish and participate in dancing, and crafts activities
- Do roll call and make sure that all of the students registered in the program are in class, then escort them to the assigned classroom
- Sign confidentiality agreement about the use of information and curriculum
- Update and inform parents about the classes by using the Schoology app, weekly

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

Website: <https://www.t-lcc.com/work-with-us>