



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

HISPANIC OUTREACH COORDINATOR / HIGH SCHOOL SPANISH TEACHER

REPORTS TO: The Hispanic Outreach Coordinator / High School Spanish will work directly with the building principals but will be ultimately responsible to the President of Regis Catholic Schools and will receive his/her authority from the RCS President.

QUALIFICATIONS:

- Bilingual (written and oral)
- Valid Wisconsin Teaching License or bachelor's degree
- Knowledge of Hispanic/Latino community, traditions and cultures
- Ability to coordinate district functions
- Ability to develop and manage programs and budgets
- Ability to interpret policy and procedures
- Excellent organizational, communication, and interpersonal skills
- Work in a Christ-centered environment with a respect for diversity

JOB RESPONSIBILITIES (Hispanic Outreach Coordinator):

The Hispanic Outreach Coordinator position will assist in facilitating opportunities for member of the Hispanic/Latino community to experience a Catholic education in the community where they reside.

1. Network, collaborate, and create a greater awareness of the opportunities of a Catholic education to the Hispanic/Latino community.
2. Serve as a voice for the Hispanic/Latino community within the schools and parishes in the Eau Claire/Altoona metropolitan area.
3. In collaboration with the Communications Director, develop Spanish language and culturally appropriate literature to distribute and promote on the RCS website.
4. Over time, create and coordinate a Hispanic/Latino Advisory committee for RCS.
5. Attend regional and national conferences that promote Hispanic/Latino education in order to bring knowledge and resources to RCS.
6. Demonstrate awareness of district-community needs and initiate activities to meet those needs
7. Assumes other duties as necessary or requested by the President of RCS.

JOB RESPONSIBILITIES (High School Spanish Teacher):

Inspire students to advance their Spanish speaking skills. Primary teaching responsibilities will be Spanish 3, 4 & 5 and prepare students who desire to take the AP Spanish language exam. Refer to "Teacher Job Description" for additional responsibilities.

Hispanic Outreach Coordinator

Date

Regis High School Principal

Date

RCS President

Date