



## La Fe Preparatory School English Teacher Application Requirements

### Eligibility

- Minimum of a bachelor's degree with a teacher's certificate in EC-4 or 4<sup>th</sup>-8<sup>th</sup> and a bilingual certification.
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and the La Fe Preparatory School.
- Fluent in English
- Capable of instructing students in a supportive manner that addresses multiple learning styles.
- Strong classroom management skills.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

### Evaluation Process

All written applications will be screened and evaluated by the school Principal and Superintendent. The finalists will be selected by a panel of judges comprised of educators, administrators and community leaders. The panel of judges will conduct personal interviews with each finalist.

### Educational History and Professional Development

Please provide a copy of your current resume with the following information:

- a. Colleges and universities attended and degrees earned
- b. Employment history including organizations' names, locations, and dates
- c. Professional association memberships and offices held
- d. Professional developmental completed
- e. Honors and awards
- f. Community Involvement
- g. Personal interests

### Letters of Support

Include one letter of support from each of the following:

- An immediate supervisor or superintendent
- A teacher you have worked with
- A community leader, parent or student

**Please submit the above required information along with the application to:**

**La Fe Preparatory School  
616 E. Father Rahm  
El Paso, TX 79901**

If you have any questions, please call: 915-533-4690



## La Fe Preparatory School English Teacher- Job Description

The teacher's main role is to facilitate the learning of every student by creating a nurturing and stimulating learning environment in which every child is expected to reach their own academic potential.

### Qualifications/Skills:

- Minimum of a bachelor's degree with a teacher's certificate in EC-4 or 4th-8th and a bilingual certification.
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. with an understanding of the history and culture of the Segundo Barrio.
- Fluent in English.
- Capable of instructing students in a supportive manner that addresses multiple learning styles.
- Strong classroom management skills.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

### Responsibilities:

- Schedule:
  - Monday-Friday 7:20am-3:20pm
  - One Saturday a month 9am-12pm
  - One evening a month for Family Night--5:00pm-7:00pm
  - Three week summer program
- Design and compose thematic units that are aligned with TEKS scope and sequence.
- Conceive and implement lesson plans that follow the thematic units and scope and sequence of the charter school.
- Collaborate with co-teacher on daily lesson plans, teaching strategies, and student performance.
- Collaborate with Special Education Specialist on Individual Education Plans to ensure all students' special needs are met.
- Collaborate with Arts Facilitator to incorporate Fine Arts into daily lesson plans.
- Demonstrate flexibility in teaching methods to address multiple learning styles and intelligences.
- Adjust pace and provide individual attention for students based on student assessments.
- Create opportunities for experiential learning.
- Utilize technology programs to enhance comprehension of technology, basic academic skills, and problem solving.
- Manage behavior in a fair, respectful manner, following the guidelines set forth in the Student Handbook.

- Perform student assessments at the beginning and end of each school year.
- Analyze student assessments and work collaboratively with co-teacher, parents, and students to improve problematic areas.
- Document student performance, lesson plans, activities, and parent interactions.
- Willing to participate in extracurricular activities if necessary.
- Participate in home visits, family dinners, parental training, and parent conferences.
- Organize/decorate classroom in a welcoming manner that is conducive to learning, comfort, and group interaction.
- Participate in the selection of books, equipment, materials, and professional development opportunities.
- Strengthen job skills through professional development opportunities and participate in professional learning community with other teachers and staff at school.
- Follow and abide by state, federal, and charter regulations.
- Ability to perform essential job functions with or without reasonable accommodations.
- Perform other duties as assigned.

Date Received \_\_\_\_\_



# Application for English Teacher

Last name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ Email \_\_\_\_\_

Are you legally authorized to work in the United States on a full time basis?  Yes  No

Do you have a relative who is an employee of the La Fe Preparatory School?  Yes  No

If yes, please give the name, position and relationship of the relative. Name \_\_\_\_\_

Position \_\_\_\_\_ Relationship \_\_\_\_\_

Do you have a relative who is a member of the La Fe Community Development Corporation Board of

Directors?  Yes  No

If yes, please give the name, position and relationship of the relative.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of, pled guilty or no contest to, or received probation, suspension, deferred adjudication or pre-trial diversion for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?  Yes  No

If yes, please explain below.

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**Education:**

College/University \_\_\_\_\_ Dates \_\_\_\_\_ Degree/Major \_\_\_\_\_  
\_\_\_\_\_

Graduate School \_\_\_\_\_ Dates \_\_\_\_\_ Degree/Major \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_ Dates \_\_\_\_\_ Degree/Major \_\_\_\_\_  
\_\_\_\_\_

Do you have a teacher's certificate?  Yes  No If yes, please check certification:  EC-4  4th-8th

Are you certified as a bilingual teacher?  Yes  No

Are you fluent in English?  Yes  No

Are you bilingual and biliterate in both Spanish and English?  Yes  No

Do you have experience working in a Dual Language Program?  Yes  No

If so, what model was implemented at your campus: \_\_\_\_\_

**Career Experience:**

Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job Title \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job Title \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job Title \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

**Other Experience:**

Please provide information on any boards you serve on and community service/civic activities you are involved with.

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Position \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

**References:**

Name \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

## Personal Statements

Please respond, in English, to the following statements/questions on a separate paper.

1. What would you do to get the parents of your students more involved with their childrens' education? If possible, please describe an experience during which you were able to involve a parent who had previously been very disconnected from his/her child's education?
2. Describe your experience with Dual Language programs. What do you think are the benefits and challenges of a 50/50 Dual Language program?
3. Describe a thematic unit that you would teach that pertains to the lives of the students in South El Paso. Specify the grade level and briefly explain how you would incorporate literacy, math, science, social studies, and art into the unit.

**I certify that answers given herein are true and complete.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit all information to:  
La Fe Preparatory School  
616 E. Father Rahm  
El Paso, TX 79901

For more information:  
call (915) 533-4690  
or  
e-mail [aorourke@lafeprep.org](mailto:aorourke@lafeprep.org)