



Position Title:	Upper School Spanish Teacher
Date Modified:	December 2018
FLSA Classification:	Exempt
Reports to:	Head of Upper School
Position Purpose:	Responsible for student instruction in grades 9-12. Creates lesson plans and instructs students in Spanish. Collaborates across disciplines for an integrated and relevant curricular approach. Creates a well-rounded instructional program focusing on depth over breadth that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:30 a.m. – 4:30 p.m.
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Upper School Spanish Teacher will facilitate the growth and learning of students in a student-centered, developmentally appropriate environment, following and fine-tuning an integrated and relevant curriculum, which develops students' curiosity and encourages higher-level thinking. The teacher will employ professional judgment to utilize appropriate methods that demonstrate confidence and experience with differentiated instruction practices.

Essential Functions

- Works directly with the Head of Upper School to initiate, implement and oversee the day-to-day programs for students.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Assists in the recruitment and selection of new and replacement instructional and support faculty.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Adheres to and is well-versed in school policies in all areas of student interaction.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Well versed with and adheres to school policies in all areas of student interaction. Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional and developmental challenges. Communicates with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.

- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

Essential Tasks

- Works with the Department Chair to determine the focus, sequence, emphasis, and essentials of the content under the guidance of the Head of Curriculum and Instruction.
- Examines the current curriculum with recommendations for updates, revisions, and enhancements.
- Works cooperatively with administration and Head of Curriculum and Instruction to promote and enhance vertical alignment of curriculum, K-12th grade.
- Works cooperatively with specialists, administration and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the Academic Technology Chair on the integration of technology where appropriate and useful in the curriculum.
- Ensures Upper School facilities are ready for the start of school each day.
- Knowledgeable about Senior Systems and/or other student management software.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- A minimum of five years of teaching in an independent school environment preferred.
- Excellent verbal and written communications skills in both Spanish and English required.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach