UPPER SCHOOL/MIDDLE SCHOOL

Position Title: French/Spanish Teacher
Position Status: Part-time*
FLSA Classification: Exempt
Reports To: World Language Department Chair and Heads of Middle and Upper School

Position Purpose
The French/Spanish teacher is responsible for preparing dynamic lessons and teaching all levels of both French and Spanish to Upper and Middle School students. This may also include a Prima Lingua class.

Essential Functions
• Initiates, facilitates, and moderates classroom activities.
• Evaluates and grades students’ class work, assignments, and papers.
• Prepares course materials such as homework assignments, Integrated Performance Assessments/thematic units, and presentations.
• Maintains student attendance records, grades, and written feedback on graded assignments.
• Plans how to deliver course content, creates materials, and employs varied measures of instruction.
• Collaborates with French, Spanish, and Prima Lingua teachers to create, support, and maintain parity among parallel courses.
• Compiles, administers, and grades examinations.
• Maintains contact with students and parents with regular communication and regularly scheduled evaluations.
• Keeps abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional development.
• Develops and participates in school-sponsored travel programs.
• Other duties as assigned by the department chair and/or division head(s).

Qualifications
• Bachelor’s degree or post-graduate work in French and Spanish; master’s degree preferred.
• Prior teaching experience preferred, preferably in an independent school environment.
• Advanced level of proficiency in French and Spanish. Native or near native fluency preferred.
• Excellent verbal and written communication and interpersonal skills in French, Spanish, and English.
• Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
• Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
• Demonstrated enthusiasm for teaching and learning.
• Organized, detail oriented, dependable, and capable of taking initiative.
• Compassionate and knowledgeable in delivering content to students with diverse learning styles.
• Comfortable using technology both in and out of the classroom.

Physical Requirements and Work Environment
• Must be able to work effectively in an environment where deadlines, unexpected student issues, and varying challenges compete for attention.
• Essential functions require maintaining physical condition necessary for activities such as sitting, standing, walking, kneeling, crouching, stooping, squatting, and lifting an average of 30 lbs.
• Regularly use close and distance vision.
• Must be able to work actively around the classroom for extended periods of time.
• Must be able to work primarily in a traditional climate-controlled office environment.
• Must be able to enjoy the convenience of an urban environment that maintains close contact with its natural environment.

Application Procedures
Interested candidates, please e-mail a cover letter, resume, statement of educational philosophy, and contact information for three references to careers@sch.org.

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*This may become a full-time appointment. This position may be for one year only.