



Job Title: Upper School Spanish Teacher

Wage/Hour Status: Full Time – 10 month Exempt

Reports to: Head of Upper School

Qualifications:

1. Bachelors degree.
2. Two years' related work experience in Spanish I, Spanish II, Spanish III, Spanish IV and AP Spanish.
3. Software proficiencies: Microsoft Office Suite; Google Docs Suite, FACTS.
4. CPR & First Aid Certification preferred.

Responsibilities and Duties:

1. Maintain open lines of communication with students, parents, alumni, and TA community members.
2. Maintain a professional relationship with colleagues, students, parents, and the TA community.
3. Participate in professional development as desired or as requested.
4. Demonstrate behavior that is professional, ethical, and responsible, including professional dress.
5. Demonstrate awareness of school-community needs and meet those needs when possible.
6. Follow the policies established by all relevant school, local, and state agencies.
7. Present a positive role model for students that support the mission of the school.
8. Perform other duties as assigned.

An Upper School teacher is responsible for creating an engaging, dynamic classroom environment that promotes learning and growth. He/She motivates learners in a safe atmosphere to maximize learning potential. Upper School teachers are called to work collaboratively with peers, students, and parents, communicating student needs and curricular goals.

Upper School Lead Teacher:

1. Exhibit knowledge of curriculum and subject matter for Upper School grades and content.
2. Effectively plan engaging lessons that reflect the scope and sequence of the prescribed school curriculum.
3. Implement a variety of age-appropriate group and individual instructional strategies.
4. Conduct assessment of learning standards and use results to guide instruction.
5. Utilize technology effectively in the curriculum, administrative tasks, and communication.
6. Manage content curriculum to ensure the continuity and effectiveness of the program.
7. Create a classroom environment conducive to learning and appropriate for student needs.
8. Manage student behavior in the classroom and according to school policies.
9. Assist in the selection of books, equipment, materials, and curriculum reviews.
10. Prepare substitute lesson plans.
11. Maintain accurate reports, records, and other documentation and keep records in FACTS.
12. Attend and participate in faculty meetings. Maintain confidentiality of students/families and internal matters.
13. Actively seek to be a life-long learner through professional development opportunities.
14. If applicable, supervise purposeful assignments for teacher assistants.
15. Assume responsibility for extracurricular activities as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Occasional travel, prolonged and irregular hours, frequent standing, bending, stooping, walking, and using hands. Employee is required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Maintain emotional control under stress and maintain positive attitude when interacting with all stakeholders.