



Position Title: Middle School Eighth Grade Spanish Teacher
Reports To: Head of Middle School

The Spanish teacher prepares curriculum and teaches courses to Middle School students. This position necessitates teaching two grade levels.

Specific duties (*not limited to*):

- Successfully teach all assigned Spanish classes focusing on grammar, communication, interactive vocabulary and writing instruction
- Serve as an advisor to a group of eighth grade students and supervise study halls daily
- Assist with opening-of-school functions, pre-planning week, *Back to School* nights, and complete all assigned tasks from Middle School Head
- Actively support school functions, such as athletic events, dramatic and musical productions, and field experiences
- Attend weekly faculty meetings and serve on faculty committees as needed
- Meet responsibilities and deadlines in the classroom and of the school (e.g., fall and spring parent conferences, accurate and timely report writing, weekly grade level team meetings)
- Communicate with parents: return phone calls, emails and notes in a timely manner
- Provide extra help to students before or after school and/or study halls
- Prepare course materials such as syllabi, homework assignments, and handouts
- Maintain student attendance records, grades, and other required records
- Evaluate and grade students' class work, assignments, and papers
- Compile, administer, and grade examinations
- Use online grading and course management software, and update grades regularly and timely
- Plans, evaluates, and revises curricula, course content, and course materials and methods of instruction
- Use effective class management techniques to ensure effective learning
- Collaborate with other faculty and staff, especially the grade-level team
- Maintain regularly scheduled office hours in order to advise and assist students
- Maintain expertise in subject matter through professional development
- Participate in daily or weekly duties such as break, lunch, or carline
- Perform other duties as assigned by the Middle School Head

Qualifications

- Bachelor's degree in Spanish (or related fields) or Spanish Education, or post graduate work in subject matter required
- An affinity for working with children with 3-5 years of Middle School teaching experience preferred
- Supports Shorecrest's Mission and Core Values
- Strong verbal and written communications skills
- Passion for working with pre-teens and early teenage groups with patience and understanding for the age group

- Positive, high energy and demonstrated ability to work well in a team environment
- Warm, friendly, outgoing and committed to excellence
- Proficient with using technology particularly a 1:1 iPad for instruction as well as student use
- Able to utilize inquiry-based teaching methods
- Experience with teaching teams, project work, and proven teacher/leader who can participate in developing grade level projects and service learning opportunities
- Collaborative, able to work and communicate well with students, parents, and colleagues
- Highly organized and possess excellent written and verbal communication skills
- Possesses enthusiasm for embracing the independent school model of mentoring and advising
- Able to use basic office equipment
- Proficient with using technology in instructional and web based tools in the classroom

Physical Requirements and Work Environment

- Works in an active environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 20 lbs.
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including heat and cold

Interested candidates should send a resume / application to Kris Grant, Head of Middle School:
kgrant@Shorecrest.org