

Upper School/Middle School Spanish Teacher Job Description

Part-time Position

About The Harvey School

Located on a wooded, 125 acre campus in Katonah, NY, The Harvey School is a student-centered, co-educational independent school serving approximately 360 students in grades six to twelve. The school provides a college-preparatory program that fosters lifelong learning and inspires students to develop the confidence and leadership qualities necessary to succeed in a diverse, competitive, and changing world. With our commitment to small class size, our community cultivates the strengths of each student through academic excellence, artistic exploration, athletic achievement, community service, and global understanding.

Position Description

Teach three courses of Spanish in the Language Department in grades 7-12. Assume other duties as assigned by the Division Heads.

Primary Responsibilities

- Ensure the safety and well-being of all students in the school.
- Develop course curricula aligned to learning standards, create lesson plans with defined learning objectives, teach classes, and provide support to students in and out of class .
- Maintain current and detailed documentation for all students, including information related to grading, behavior, attendance, etc.
- Communicate proactively with Department Chairs, Division Heads, Dean of Academics, colleagues, and parents as necessary concerning student engagement and performance.
- Maintain active communications with students' parents/guardians.
- Supervise after-school activities while ensuring student safety at all times, giving direction appropriate to the activity, and modeling good behavior and citizenship.

Secondary Responsibilities

- Research current trends in Spanish content and instructional methods appropriate to teaching Spanish to different learning styles. Share research findings with department colleagues and, if appropriate, with other teachers in the school.
- With the involvement of your supervisor/manager, create a personal development plan that will enhance your professional performance. This may include identifying professional development activities and opportunities that will sharpen teaching skills and broaden your knowledge base to advance the educational objectives of the school.

Minimum Qualifications

- Bachelor's degree in Spanish. Master's degree in education-related field preferred.
- At least four years of experience as a classroom teacher preferred, ideally in an independent school; international school experience a plus.
- Ability to collaborate with faculty, staff, admin, and parents.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, flexible approach, and a sense of humor.

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.