



SCH

SPRINGSIDE CHESTNUT HILL ACADEMY

Position Title:
Position Status:
FLSA Classification:
Reports To:

Spanish Long-Term Substitute Teacher
Part-time, 12 weeks (beginning immediately)
Exempt
Language Department Chair and Division Heads

Position Purpose

The Spanish Substitute Teacher is responsible for preparing dynamic lessons and teaching Spanish to Middle and Upper School students.

Essential Functions

- Initiates, facilitates, and moderates classroom activities.
- Evaluates and grades students' classwork, 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 Spanish 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.
- Other duties as assigned by the department chair and/or division head(s).

Qualifications

- Bachelor's degree or post-graduate work in Spanish.
- Prior teaching experience preferred, preferably in an independent school environment.
- Advanced level of proficiency in Spanish. Native or near-native fluency preferred.
- Excellent verbal and written communication and interpersonal skills in 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

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- Regularly use close and distance vision.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with moderate noise level.
- Be able to occasionally lift up to 30 lbs.

Application Procedures

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

Springside Chestnut Hill Academy is an Equal Opportunity Employer