



(The Rev'd) David O. Browder, Rector | Tom Bendel., Headmaster

## Upper School Spanish Teacher

### Reports to Upper School Head

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate and dependable Spanish teacher to join our team. Responsibilities will include, but not limited to, teaching oral and written Spanish, tailoring lesson plans to individual students or classes, and setting homework and assessments. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Teach writing and Spanish composition classes.
- Schedule and prepare students for oral and written examinations.
- Teach students about Spanish culture, which may include festivals, traditional food, dress and social conventions.
- Create and maintain an orderly and aesthetic learning environment that accounts for students' social, emotional, and executive functioning needs.
- Maintain accurate records using both the learning management system, VeraCross
- Empower students to take charge of their learning by providing all necessary scaffolding, modeling, materials, and resources while consistently maintaining a high level of expectation for student success.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.

**Education / Certification:** College Degree

**Experience Required:** Minimum of 2-years related work experience



(The Rev'd) David O. Browder, Rector | Tom Bendel., Headmaster

**Required Knowledge:** Proficiency in MS Office, Google Docs

**Classification:** Exempt

**Skills / Abilities:**

- Strong knowledge of and affinity for Spanish
- Lesson planning and the ability to provide engaging and differentiated instruction
- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Ability to communicate with and motivate children
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills
- Effective typing skills
- Attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

**Compensation and Benefits:**

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at [stes.org](http://stes.org)) to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).

**STATEMENT OF NON-DISCRIMINATION**

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.