



## Upper School Spanish

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### POSITION OBJECTIVES

- Develop and execute teaching plans for assigned subject(s)
  - Serve as an Upper School advisor
  - Partner with faculty and administration in support of strategic initiatives
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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

- Plan and execute lessons to help students achieve competence and meet subject-area objectives.
  - Differentiate instruction for students based on ability and/or interest.
  - Work and plan collaboratively with teaching team and department.
  - Conduct advising sessions and conferences with students and parents as needed.
  - Manage and monitor student learning and performance.
  - Assist with extracurricular activities as assigned.
  - Prepare course resources, including teaching and testing materials, articles, workbooks, manuals, and assignments.
  - Adhere and aspire to Parish Episcopal's "Characteristics of Effective Teaching."
  - Promote the School's statement of mission and philosophy.
  - Prepare students for future courses and make proper course recommendations.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends staff development meetings.
- Attends chapel.
- Attends division meetings.
- Attends department and team meetings.
- Attends school events such as Upper School Meet the Teachers Night, Admission Open House, and class retreats.

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## QUALIFYING CHARACTERISTICS

Parish Episcopal School is actively seeking a professional educator to serve as a full-time Upper School Spanish instructor and advisor for the 2023-2024 school year. The World Language department is known for its collegiality, creativity, intellectual curiosity, and commitment to continuous improvement. We welcome hard-working and good-humored candidates who want to contribute to our dynamic team.

Applicants should be capable and comfortable teaching Spanish courses across the Parish curriculum—Spanish I through AP. In addition to instructional flexibility, successful Parish teachers and advisors are committed to supporting students' academic and personal development. Finally, applicants should be growth-oriented and open to learning about and teaching in a variety of modalities.

Parish recognizes that teaching excellence comes in many forms, and we hope to see many of the following characteristics in our applicants:

- Bachelor's or advanced degree in Spanish is required
- A minimum of 3 years of Upper School Spanish teaching experience
- Strong written and verbal communication skills
- Comfort in speaking Spanish for the duration of class
- Tact and good judgment when dealing with parents, colleagues, and children
- Classroom management skills and adherence to school policies
- Commitment to positive and active participation in the life of the school
- Ability to meet physical and mental requirements of the position

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws.*

*The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

Qualified candidates should send a cover letter and resume to [employment@parish.org](mailto:employment@parish.org)