

**St. Mary's Academy  
Employment Posting**

**Job Position: Middle School Full-Time Spanish Teacher (Grade 5-8)**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

**Job Description:**

St. Mary's Academy is seeking a Full-Time Middle School Spanish Teacher with experience in teaching Spanish courses reporting to the Middle School Principal. This individual will support the school community by planning, organizing, and implementing an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Through regular conversations with their division principal and colleagues, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of SMA that their work goes beyond the classroom and includes not only the academic preparation of the student, but also the emotional, social and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic and they find support for new ideas. This enthusiasm is encouraged and applauded at SMA. Additionally, faculty members at St. Mary's Academy are a supportive group. One does not have to look far to find a helping hand.

**Major Duties and Responsibilities:**

- Teach three 65-minute block classes of Spanish I, Spanish II, and/or Heritage Speaker classes each day (may include a Grade 5 class);
- Serve as grade-level advisor;
- Plan, prepare, and deliver instructional activities that facilitate active learning experiences;
- Teach skills and content in second-language acquisition through speaking, listening, writing, geography, and culture using SMA mission-appropriate materials in sequence with the SMA program for Spanish-language study (SMA currently utilizes the Vista Higher Learning curriculum);
- Maintain accurate and complete records of students' progress and development;
- Maintains Canvas with a weekly report of upcoming daily topics, activities, and class/home assignments as well as links to other core class sites;
- Provide a variety of learning materials and resources for use in educational activities;
- Identify and select different instructional resources and methods to meet students' varying needs;
- Use relevant technology to support instruction;
- Observe and evaluate student's performance and development;
- Assign and grade class work, homework, tests and assignments;
- Provide appropriate and timely feedback on work;
- Encourage and monitor the progress of individual students;
- Maintain accurate and complete records of students' progress and development;
- Prepare required reports on students and activities;
- Manage student behavior in the classroom by establishing appropriate rules and procedures;
- Perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement;
- Participate in co-curricular and extracurricular activities such as social events, sporting events, clubs, overnight trips, community service and other school community activities;
- Participate in department and school meetings, parent meetings;
- Communicate regularly with students, colleagues and parents regarding student progress and student needs;
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities;
- Other tasks as assigned;
- Adhere to and support the mission of St. Mary's Academy.

All teachers are also responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with the faculty. These tasks and assignments change as the needs of the community are determined.

### **Qualifications/Requirements:**

Education and qualifications should include the following:

- Bachelor's degree
- Master's degree or teaching certification is strongly preferred
- Commitment to employing a positive mindset to teaching Spanish with student-centric pedagogy and problem-based learning
- Willingness to build and maintain collaborative relationships with colleagues and parents
- Commitment to employing a positive, growth mindset to teaching
- A sense of resonance with the St. Mary's Academy mission.

**Salary/Benefits:**

The salary range for this full-time, exempt position is \$50,000.00 - \$68,000.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

**How to Apply:**

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Lyndal Brookhart, Director of Human Resources, at [lbrookhart@smanet.org](mailto:lbrookhart@smanet.org). No calls, please.