



Position Title: Long-Term Substitute Teacher - French

Position Status: Full-time, Temporary (November 25-December 20)

FLSA Classification: Exempt

Reports To: Head of Upper School

Position Purpose

The Upper School Long Term Substitute teacher prepares dynamic lessons and teaches levels 1-5 of French to Upper School students.

Essential Functions:

- Initiates, facilitates, and moderates classroom activities.
- Evaluates and grades students' class work, 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 French teachers to create, support, and maintain parity among parallel courses.
- Compiles, administers, and grades assessments.
- 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 French.
- Prior teaching experience preferred, preferably in an independent school environment.
- Advanced level of proficiency in French. Native or near-native fluency preferred.
- Excellent verbal and written communication and interpersonal skills in French 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 effectively in an environment where deadlines, unexpected student issues, and varying challenges compete for attention.
- Regularly use close and distance vision.
- Must be able to work actively around the classroom for extended periods.

Application Procedures

Candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#) to apply.

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