



Position: Long-Term Substitute Teacher - Upper School Spanish

Reports to: Division Head

This position is a temporary appointment running March 2026 through May 2026.

Role and Purpose: The Long-Term Substitute Upper School Spanish Teacher will be responsible for delivering high-quality instruction in varied Spanish courses, including but not limited to, Introductory Spanish, Advanced Spanish, AP Spanish Language and Culture, and AP Spanish Literature and Culture. The teacher will engage students in developing critical thinking, proficiency in listening, speaking, reading and writing to foster a love for the Spanish language, and prepare students for academic success in higher-level Spanish courses. The role involves designing lesson plans, assessing student progress, and creating a supportive and inclusive classroom environment.

Responsibilities:

- Develop and implement lesson plans that fulfill the requirements of the school's curriculum program and show written evidence of preparation as required for the following courses:
 - Beginning Spanish - introductory grammar, vocabulary, listening, speaking, and cultural foundations
 - Advanced Spanish - conversational fluency, cultural immersion, interpersonal communication
 - AP Spanish Language and Culture - cultural analysis, thematic structure, authentic materials, AP exam preparation
 - AP Spanish Literature and Culture - canonical works, literary analysis, analytical and comparative essays, AP exam preparation
- Implement relevant and authentic pedagogical strategies, while being mindful of diverse learning styles. Appropriately incorporate technology to enhance student learning
- Conduct assessment of student learning styles and use results to plan instructional activities
- Help students analyze and improve study methods and habits
- Provide formative and summative assessments, offering clear and personalized feedback to support student progress
- Manage student behavior in accordance with student handbook
- Maintain a professional relationship with colleagues, students, parents and community members
- Other duties as assigned by the Division Head

Minimum Qualifications:

- Bachelor's Degree
- Fluency in Spanish, Native or near-native proficiency required
- Three years of successful teaching experience in an Upper School setting
- Deep understanding of Hispanic culture, history, literary movements, and major authors
- Must pass a criminal background check and have positive verification of references

Preferred Qualifications:

- Master's degree in Spanish, Hispanic Studies or a related field preferred, with a strong understanding of Spanish curriculum and pedagogy

Other Job Functions:

- Attend all required meetings and perform assigned duties
- Take all reasonably necessary precautions to protect students, equipment, materials, and facilities

Physical Demands and Environment Factors:

- Frequent standing, stooping, bending, pulling, and pushing
- Maintain emotional control under stress
- Move small stacks of textbooks, media equipment, desks and other classroom equipment

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, skills required and duties that may be assigned.

School Mission:

The Oakridge School's mission is to inspire students to seek their full potential in academics, the arts, and athletics in a challenging and nurturing environment that cultivates social responsibility, mutual respect, and personal integrity.