



Spanish Teacher/World Languages Department Chair

The Madeira School is an independent boarding and day school that educates girls in grades 9-12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling 340 students from 21 states and 38 countries, Madeira holds itself to the vision of leading innovation in girls' education and the mission of launching women who change the world.

The Madeira School is seeking a skilled and experienced Spanish Teacher & World Languages Department Chair starting in August 2024. The position involves teaching Upper School Spanish classes across the Madeira Spanish curriculum using student-centered methodologies. Responsibilities include but are not limited to: serving as the World Languages Department Chair, teaching classes, serving as an advisor, and participating in residential life and school activities. A desire to collaborate with colleagues and a commitment to encouraging the potential in every student is essential.

The department chair, fulfills all the responsibilities of the full-time faculty member:

- Manages a load that will include teaching, participating in collaboration, and participating in on campus professional development. Note: the department chair will have two blocks of course relief compared to a full-time teaching load and the department chair will not facilitate a D block activity.
- Knows how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of student-oriented learning when developing curriculum and assessing student learning.
- Develops a classroom culture that is inclusive, safe, joyful, and fosters a sense of belonging for students of all identities and backgrounds.
- Has the content knowledge and personal flexibility to teach well a range of students in a range of classes, up through the most advanced level (AP Spanish Language).
- Works collaboratively with a team of faculty, colleagues, administrators and parents.
- Maintains accurate student records such as grades and comments and communicate such data in accordance with the Academic Calendar and School expectations.
- Performs all duties associated with advising including participation in the first-year advisor orientation program and serving as an advisor in subsequent years.
- Other duties as assigned.

Additionally, the department chair:

- Leads the department by providing a vision for the department that is aligned with the School's larger mission, vision, values, educational philosophy, and current curricular/pedagogical

initiatives set by the Academic Leadership Team, Academic Dean, Dean of Teaching & Learning, and Head of School.

- Supervises all teachers in the department, which includes formal and informal feedback given throughout the year, including evaluation.
- Regularly observes department members classes at least once a mod.
- Builds talent within the department through direct coaching of department members and through the development of a culture of professional growth and life-long learning.
- Participates in the recruitment, onboarding, and mentoring of new teachers joining the department.
- Serves as a member of the Academic Leadership team, which meets weekly.
- Supports department, admission and school leadership events which can include weekends and evenings at scheduled times of the academic year.
- Works with the Academic Dean and the Dean of Teaching & Learning to facilitate internal professional development opportunities for department members and the Madeira faculty more broadly.
- Works with the Director of Educational Innovation to integrate educational technology into the work of the Department.
- Other duties as assigned.

Qualifications:

- Previous Teaching experience required (preference for at least 5 years of previous teaching experience).
- Service in previous school leadership positions preferred
- Bachelor's degree in subject matter or related field required, Master's Degree preferred (master's degrees in subject matter or education preferred)
- Ability to demonstrate growth mindset and belief that all students can learn. Ability to innovate and think creatively about education while serving the mission of the school.
- Ability to lead and communicate around areas such as curriculum development and innovation. pedagogical practice, ed-tech implementation, etc.
- Ability to collaborate with other members of the Academic Leadership Team
- Experience supervising and managing adults. Experience effectively coaching teachers
- Ability to be a practitioner of diversity, equity and inclusion
- Ability to make contribution to the School outside one's academic department, including to activities program, residential program, and interdisciplinary offerings
- Willingness and ability to uphold the School's professional standards including punctuality, courtesy and discretion

To apply please submit your letter of interest and resume to hr@madeira.org.