



## MADEIRA

**Title:** Spanish/French Teacher (part-time)

**Department:** World Languages

**Reports to:** Department Chair

### Position Purpose

To support and achieve the School's mission and vision by effectively facilitating learning in student-centered college preparatory classrooms.

### Key Accountabilities

- Manage a three-quarter load: 13-14 blocks of teaching; 2-3 blocks of collaboration and on-campus professional development
- Plan and prepare innovative and rigorous instructional content
- Have the content knowledge and personal flexibility to teach well a range of students in a range of classes, up through the Advanced Placement level
- Work collaboratively with a team of faculty, colleagues, administrators and parents
- Maintain accurate student records such as grades and comments and communicate such data in accordance with the Academic Calendar and School expectations
- Perform all duties associated with advising, which includes participation in first-year advisor orientation program and serving as a student advisor in subsequent years
- Know how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of mind, brain and education science when teaching, developing curriculum, and assessing student learning
- Support and act in accordance with the school's mission and values

### Miscellaneous

- Works to support the residential program (may include periodic night and/or weekend duty)
- Other duties as assigned

<b>Position Requirements</b>		
<b>Skills &amp; Knowledge</b>	<b>Experience</b>	<b>Education</b>
<ul style="list-style-type: none"> <li>• Demonstrated growth mindset, optimism and believe that all students can learn required</li> <li>• Excellent interpersonal, communication, collaboration, analytical, and organizational skills</li> <li>• Ability to innovate and think creatively about education</li> <li>• Ability to make contribution to the School outside one's academic department, including to activities program, residential program, and interdisciplinary offerings</li> <li>• Reflective, committed to ongoing professional development, and open to feedback</li> <li>• Proven ability to work independently and as part of a high-performing team with exceptional initiative and judgment</li> <li>• Ability to use and adapt to a wide array of technology as tools to support and deepen student learning and understanding</li> <li>• Knowledge of how girls learn; ability to apply principles of mind, brain and education science</li> <li>• Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience required</li> <li>• Preferred experience working at the high school level</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree or higher in content area preferred</li> </ul>

*Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs.*