



Upper School Spanish Position Description

Position Title: Upper School Spanish Teacher

Department/Division: Upper School

Position Status: Exempt

Reports to: Head of Upper School

Created/Updated: May 2021

Position Summary:

Lancaster Country Day School seeks a highly qualified Upper School Spanish teacher for full-time employment for the 2021-22 school year. Specific tasks include teaching typically five sections of Upper School Spanish (likely to include Spanish II and Spanish IV) and serving as an academic advisor to 8-10 Upper School students.

Requirements:

- Bachelor's degree in Spanish (master's degree preferred).
- Ability to work collaboratively with students, parents, administration, and colleagues.
- Desire to be a part of the school community.
- Ability and desire to prepare all students for entrance into an appropriate college or university.
- Background clearance checks.

Preferences:

- Three or more years of experience teaching high school Spanish.

Responsibilities:

- Work collaboratively with our Foreign Language Department to effectively deliver instruction and to ensure a consistent delivery of curriculum in the key skill areas of Reading, Writing, Listening, and Speaking.
- Develop and implement lesson plans and classroom activities
- Organize classroom systems/procedures and manage student behavior to ensure all students are fully engaged in learning.
- Assess students regularly, ensuring consistency among teachers of the same subject matter
- Examine student assessment data, and refine classroom activities to differentiate instruction for each student.
- Collaborate closely with other faculty members (departmental, grade-level, and school-wide) to improve one's own and others' instructional practices, and to share best practices.

- Collaborate with and adhere to the recommendations of the Upper School learning specialists; cooperate with the Academic Learning Lab.
- Provide students and their families with regular and timely information on student progress; find ways to involve parents/guardians in their child's education.
- Track critical student information and maintain accurate student records, including grades and attendance.
- Participate actively in professional development activities.
- Desire to be part of building the larger school culture and community, particularly with regard to diversity, equity, and inclusion efforts
- Perform other related duties as required and assigned.