

Orchard House Middle School
Spanish Teacher and Homeroom Teacher
(Revised 3-4-2024)

General Information:

- Teaches grades 5-8 middle school Spanish
- A ten-month, full-time salaried teacher with all applicable benefits.
- The two-year sixth (Spanish I-A) & seventh (Spanish I-B) grade class is a Spanish I high school level class
- Spanish II (eighth grade) is a high school level class
- Additional key duties: Homeroom Teacher, CORE and Explore Teacher, and other duties as determined by the Head of School
- **Starts August 15, 2024**

Reports to: Head of School **FLSA Status:** Exempt

Responsibilities (Spanish): Ability to envision, design in detail, develop, and execute a four-year, well-rounded Spanish program that relies upon the development of listening and reading comprehension, the acquisition of conversational skills, and the building of a solid vocabulary related to everyday topics, beginning to intermediate grammar topics, and writing. In addition, cultural comparisons of holidays, daily customs, history, geography, traditions, and other common practices in Spanish-speaking countries and the United States of America are also emphasized. The curriculum covers the following areas:

Grade 5: Foundations of Spanish

Grade 6: Spanish I-A: Introduction to the basic structures of the Spanish language

Grade 7: Spanish I-B: More in-depth exploration of the basic structures of the Spanish language. Upon completion of Spanish I-A and Spanish I-B, students receive high school credit for Spanish I.

Grade 8: Spanish II: Intermediate level Spanish vocabulary, grammar, conversation, and writing

Job Description (Spanish):

The Spanish teacher is responsible for the following essential duties:

- (1) Teaching four sections of a language;
- (2) Using teaching techniques that support the mission and philosophy of the school which include discovery and constructivist approaches to learning;
- (3) Establishing a learning environment that inspires learning;
- (4) Attending faculty and departmental meetings;
- (5) Communicating with parents through conferences and other means;
- (6) Completing student reports in a timely manner;

- (7) Following personnel policies as described in the Employee Handbook and supporting student behaviors as described in the Family Handbook.
- (8) Participating fully in the life of the school in terms of academics (providing high quality instruction to students); professionalism (continually focusing on professional growth and renewal); culture (engaging in collegial activities and supporting all members of the school community).

Essential Skills (Spanish Teacher and Other Teaching Roles):

- (1) Bachelor's Degree (required) with Spanish as a major; Master's Degree (preferred); Endorsement in Spanish is optional;
- (2) A minimum of two years of experience teaching in a school environment (preferred);
- (3) Knowledge of middle school girls' education; passion for teaching and for working with middle school students;
- (4) Strong communication and organizational skills; ability to apply technology effectively;
- (5) Strong instructional planning and preparation skills; ability to evaluate all students' progress consistently and effectively;
- (6) Ability to teach in a manner that supports different learning styles;
- (7) Ability to hold students to high but not necessarily uniform standards;
- (8) Willingness and ability to assess student work in multiple ways and in a timely manner;
- (9) Flexibility; commitment to refining familiar teaching strategies and to exploring and developing new teaching strategies, including online/distance education teaching;
- (10) Strong orientation towards personal/professional growth and success;
- (11) Strong orientation towards teamwork, institutional success, and community success.