



Growth. Values. For Life.

LOWER & MIDDLE SCHOOL SPANISH TEACHER
JOB DESCRIPTION

Department: Lower & Middle School

Supervisor: Lower School Principal

Status: Part-time

Ursuline Academy is seeking part-time, Lower & Middle School Spanish Teacher for the 2020-21 school year. Ursuline Academy is a community that empowers students for leadership and service in our global society. This role is responsible for teaching a group of children in beginning and intermediate Spanish language, planning to meet the needs of the entire group as well as individual children. A teacher in the Lower and Middle School works in a collaborative environment, planning and cooperating with all colleagues and administration.

SPECIFIC DUTIES:

- Teaching Spanish to Lower and Middle school children
- Actively uphold the school policies and procedures detailed in the Employee Handbook and Faculty Handbook
- Use a variety of assessment tools to evaluate student learning, including formative and summative assessment
- Attend school liturgies, prayer services, and retreats and other mission-directed events or activities, graduation (US only), Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc. and chaperone as required
- Write specific, individual, and constructive comments on report cards/progress reports
- Actively communicate with students & families within 24 hours when students' performance is of concern
- Model professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families
- Perform other duties as assigned

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Must be highly dependable and have a willingness to perform all other duties as assigned
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae

- Regularly reflects on practice, seeks and responds to feedback, and demonstrates self-awareness and commitment to continuous learning and development
- Seeks to participate in and contribute to a collaborative adult learning community

REQUIREMENTS:

- Bachelor's degree in Spanish Education field
- Has at least 2 years teaching experience in Spanish to Lower and Middle School grades
- Learning Management System (LMS) experience with Google classroom and Net Classroom is helpful
- Willingness to undergo completion of a criminal background check, other clearances, and TB test

PREFERRED:

- Master's degrees and/or certification preferred

PHYSICAL DEMANDS:

While performing the duties of this job the employee is regularly required to sit, use hands, fingers, talk, hear, use stairs, handle, and or use objects. The employee is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. Must have the mobility required to ensure the safety of the children. Specific vision ability required by this job include close and distance vision. The employee must occasionally lift and or move up to 40 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. While performing the duties of this job the employee is occasionally exposed to weather conditions or extreme cold or heat.

SALARY/BENEFITS:

- Commensurate with experience and education
- Generous benefits package offered

TO APPLY:

If interested, email cover letter, resume, and references to: uaemployment@ursuline.org. Please include "Lower & Middle School Spanish Teacher" in the subject line of email.