Position Title: Prep World Language Teacher - Spanish
FLSA Classification: Exempt, 100% FTE, 10-month schedule of duties
Reports To: Principal of SHS Preparatory
Position Purpose: The World Language Teacher – Spanish; Prepares curriculum and teaches Spanish introductory through advanced levels to high school students

Essential Functions
- Ability to successfully teach Spanish to high school students.
- Prepares course materials such as syllabi, homework assignments, and student resources.
- Maintains accurate student attendance records, grades, and other required records.
- Evaluates student work and provides meaningful feedback to guide learning / growth.
- Plans, evaluates, and revises curricula, course content, course materials, and methods of instruction.
- Uses effective class management techniques to ensure effective learning.
- Collaborates with colleagues to develop and renew curriculum and other school programs.
- Contributes actively to build a vibrant faculty/staff learning culture.
- Maintains regularly scheduled office hours in order to advise and assist students.
- Maintains expertise in subject matter and pedagogy through professional development.

Qualifications
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based on it.
- Demonstrated commitment to equity and inclusion.
- Demonstrated ability to teach adolescents with joy and verve.
- A strong understanding of and commitment to pedagogy aligned with the American Council for Teaching Foreign Languages’ (ACTFL) World Readiness Standards for Learning Languages.
- Native or near-native fluency in Spanish.
- Demonstrated ability to integrate innovative technology to support student learning.
- Demonstrated ability to support all learners, including those with an identified learning difference.
- Obvious passion for Spanish language and all aspects of culture in regions where Spanish is spoken and for fostering that passion in adolescents.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance both academic and other school programs.
- BA degree in Spanish or relevant field and three years appropriate teaching experience.

Preferred Qualifications
- Prior experience working in an independent/Catholic school environment.
- Master’s degree in a relevant field and/or teaching credential in appropriate subject matter.

Physical Requirements and Work Environment
- Works in a very busy and sometimes stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Ability to comfortably and safely move about the classroom and over the 64-acre campus.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled classroom environment and intermittently in outside weather conditions, including heat and cold typical to the Mid-Peninsula in the Bay Area.
- Available and willing to attend and work on overnight trips, on occasion.

Employment
This position offers competitive compensation and health and welfare benefits subject to plan parameters, including but not limited to medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

To Apply
To apply online send a resume and cover letter to hr@shschools.org and indicate Prep Spanish 2020-21 in the subject line of the e-mail. **We apologize that we are not able to respond to email or phone requests for additional information.** You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: Prep Spanish 2020-21