Position Title: Middle School Spanish (grades 6-8)
FLSA Classification: Exempt, 100% FTE, 10 month schedule of duties
Reports To: Principal of P-8
Position Purpose: The Spanish teacher is responsible for all aspects of creating a dynamic learning environment for students and serving as a middle school advisor.

Essential Functions
- Prepare materials and classrooms for class activities.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Prepare, administer, and grade tests and assignments in order to evaluate students' progress.
- Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
- Provide a variety of materials and resources for children to explore, manipulate and use.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Perform other duties (recess, dismissal, etc.) as directed.

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 modeled on it.
- Master’s degree or post graduate work in subject matter. Will consider a BA/BS degree with a teaching credential and substantial recent and relevant experience.
- A minimum of one year of successful teaching experience in an independent school environment.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs.
- Fluency in reading, writing and speaking in English and Spanish. Excellent verbal and written skills, as well as outstanding interpersonal skills. Strong teaching ability; enjoy working with children.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the SHS community.
- Obvious passion for the academic subject matter being taught.
- Commitment to equity and inclusion.
- Excellent verbal and written communications skills.
- Demonstrated excellent attendance and punctuality.

Physical Requirements and Work Environment
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Be able to travel safely and comfortably across a 64 acre campus.
- May work at a desk and computer for extended periods of time.
- 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 extreme heat and cold typical to the Peninsula region of the Bay Area.

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 MS Spanish 2020-21 in the subject line of the e-mail. You may also mail your resume and cover letter to: Sacred Heart Schools, 150 Valparaiso Avenue, Atherton, CA 94027 Attention Human Resources: MS Spanish 2020-21