



Contact: Jeff Allen
Chair of the Modern and Classical Language Department
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UPPER SCHOOL INSTRUCTOR IN SPANISH

Department: Department of Modern and Classical Languages

FLSA: Exempt

Reports to: Department Chair, Division Heads

Schedule: Full time /academic year schedule

Designation: Teaching Faculty

Travel: Rare

POSITION SUMMARY

The Language Department has an opening for a highly-qualified, collaborative and dynamic teacher who has significant knowledge of Spanish language and foreign language teaching pedagogy. Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as student centered educators and role models who bring joy and good humor to our classrooms, fields, and offices, employ a broad array of effective instructional methods, work collaboratively with colleagues, seek and respond to student feedback, and commit to reflective practice and continual growth. We pride ourselves on being a warm and welcoming inclusive community.

DUTIES AND RESPONSIBILITIES

- Teach four or five sections of core courses in Spanish, including upper-level courses and AP Spanish, as needed (involving three or four distinct course preparations); demonstrate versatility and openness to section assignments; demonstrate experience or interest in immersion teaching.
- Collaborate with department colleagues on pedagogy and curriculum, and to vertically align coursework to provide students with a meaningful scope and sequence throughout their upper school experience.
- Reflect on instructional practices and seek out opportunities for professional development.
- Create inclusive and effective classroom environments and provide learning support for students inside and outside of the classroom as needed, including implementing formal accommodations, in consultation with the Greenhills Learning Center.
- Practice clear, timely, and professional communication with students, parents, and colleagues.
- Attend regular department, faculty, and other meetings.
- Promote an inclusive working and community environment.



- Participate in community life through service in Greenhills advising and co-curricular programs, which may include coaching.
- Serve as a role model in maintaining appropriate standards of care for students and maintaining healthy boundaries in student and professional relationships.

SKILLS AND EXPERIENCE REQUIRED

- Undergraduate degree in Spanish language or studies or education (or a related field) required, graduate work in those disciplines desired. Fluent in Spanish and English.
- Proven experience with the age group required, teaching experience at the secondary level preferred.
- The ideal candidate will have substantial expertise in the field and will be:
 - a student-centered educator, skilled in fostering persistent problem solving
 - knowledgeable about adolescents' intellectual, social, and emotional development and willing to positively greet the challenges and opportunities they present.
 - a professional oral and written communicator,
 - eager to work collaboratively with colleagues on curriculum design, pedagogy, and assessments,
 - versatile and open to diverse teaching assignments within the department.
 - actively involved in school life.
 - comfortable using technology in the classroom.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Regular standing, stooping and walking to various locations on campus.
- Greenhills School property is a tobacco-free environment.

HOW TO APPLY

Interested candidates should submit a cover letter with résumé/CV, a statement of teaching philosophy, relevant college and graduate school transcripts, and three references to: E. Quincy McLaughlin, Head of Upper School, and Jeff Allen, Chair of the Modern and Classical Language Department via email at qmclaughlin@greenhillsschool.org and jallen@greenhillsschool.org. No phone inquiries please.

ADDITIONAL INFORMATION

Salary is competitive, commensurate with experience and education level, and includes lunch when school is in session. Greenhills provides a comprehensive benefit package, which includes a variety of health insurance offerings, dental, vision, life, and short- and long-term disability offerings, HSA/FSA options, and retirement benefits through TIAA-CREF.



The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an Equal Opportunity Employer. Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.