



**Contact:** Jeff Allen  
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Head of Upper School  
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# INSTRUCTOR IN FRENCH, SHORT TERM FMLA SUBSTITUTE

Upper and Middle School

**Department:** Modern and Classical Languages

## POSITION SUMMARY

Greenhills School, an independent school of 680 students in grades 6-12, has an immediate opening for a highly-qualified, collaborative and dynamic French teacher who can provide short term substitute coverage of middle and/or upper level French classes. The candidate will be fluent in both French and English, and will have the ability to teach courses through all levels of the curriculum. Specific responsibilities may include teaching up to five sections of French (and may involve two or three distinct course preparations). Undergraduate degree required, graduate work preferred. Proven experience with the age group required, teaching experience at the secondary level preferred. Other contractual responsibilities for this position may include: supervising students in a small group advisory and/or extracurricular activities, chaperoning school events, and general involvement in the life of the school.

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 five sections of French
- Participate in community life through service in advising and co-curricular programs

## SKILLS AND EXPERIENCE REQUIRED

- Educators with upper elementary and/or middle school teaching experience are encouraged to apply.



## PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Office environment.
- Repetitive motion, use of keyboard.
- Occasional light lifting and carrying.
- Working with scientific lab equipment and supplies and supervising students in the lab.
- Regular standing, stooping and walking to various locations on campus.
- COVID-19 vaccination is required
- Greenhills School property is a tobacco-free environment.

## HOW TO APPLY

**How to Apply:** Candidates should send a cover letter, resume, and contact information for three professional references to: Jeff Allen, Department of Modern and Classical Languages Chair, via email at [jallen@greenhillsschool.org](mailto:jallen@greenhillsschool.org) and Deano Smith, Head of Upper School at [dsmith@greenhillsschool.org](mailto:dsmith@greenhillsschool.org). No phone inquiries please.

## ADDITIONAL INFORMATION

**Compensation:** 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.

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.*

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