



Middle School Part-Time Spanish Teacher
Job Description
2024-2025

Green Hedges School seeks an experienced middle school world language teacher to instruct Spanish for the 2024-2025 school year. An independent school located 14 miles west of Washington, DC in Vienna, VA, Green Hedges has an enrollment of approximately 190 students in preschool through Grade 8. All students learn French from preschool through Grade 5, then choose between Spanish and French in Grade 6 (to continue with their chosen language through Grade 8). All students also take Latin in Grades 6, 7, and 8.

Requirements:

A successful candidate for the middle school Spanish position will have:

- Undergraduate degree (masters preferred) in Spanish language
- Minimum of 2 - 5 years of related teaching experience
- Fluent in Spanish, demonstrating a high level of proficiency
- Knowledge of the academic and social-emotional development of middle school-age children
- A high level of energy
- Good time management skills
- Initiative & Collaborative skills
- Candidates must successfully complete a required background check.

Responsibilities:

- Implement a developmentally appropriate and engaging curriculum
- Use *Comprehensible Input* as the primary method of instruction
- Create positive learning communities within the classroom that acknowledge and respect children's social, emotional, and behavioral interactions and growth
- Effectively integrate professional standards of Spanish language and culture education into everyday classroom instruction
- Prepare and implement lesson plans for such instruction
- Collaborate with faculty in other disciplines with an eye toward providing interdisciplinary opportunities
- Ensure optimal learning for all students and tailor instruction to the needs of a variety of students with different learning styles, strengths, and weaknesses
- Build on an expanding knowledge of how children learn best through professional development
- Work diligently and promptly to maintain positive and constructive home-school communication
- Demonstrate competency with school-related technology
- Maintain a class web page which includes news, homework information, and resources
- Keep current with curriculum mapping
- Conduct parent-teacher conferences

- Use assessment and evaluation tools to guide instructional decisions; maintain accurate, up-to-date records and communicate results to students, parents, and appropriate others in a timely manner with regard to student progress and performance
- Perform all professional duties efficiently and punctually, manage resources effectively, and meet deadlines and meeting schedules set by the School
- Attend and participate in faculty meetings and department meetings
- Perform professional duties as assigned by the Head of School or the Assistant Head of School. These duties include but are not limited to recess duty, lunch duty, and dismissal duty

Reports to: Assistant Head of School

Interested candidates should submit 1) letter of interest, 2) three references, and 3) resume to:
hr@greenhedges.org

Green Hedges School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.