



Contacts: Jeff Allen
Department Chair
jalLEN@greenhillsschool.org

Mayra Diaz
Head of Middle School
mdiaz@greenhillsschool.org

Spanish Teacher

Department: Department of Modern and Classical Languages

FLSA: Exempt

Reports to: Department Chair

Schedule: Full-time - academic year schedule

Designation: Teaching Faculty

Travel: Rare

POSITION SUMMARY

The Modern and Classical Language Department has an opening for a collaborative and dynamic teacher who enjoys working with students in grades 6-12 and will bring their joy for language and culture to the classroom.

Teachers in this department provide students with rich and meaningful learning experiences that inspire them to be lifelong learners who will take their places as informed, responsible, engaged citizens of their local, national, and global communities. The ideal candidate will create a language classroom that values multiple perspectives and helps students build empathy toward diverse cultures and ways of thinking.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. Native speakers are encouraged to apply. We pride ourselves on being a warm and welcoming inclusive community.

DUTIES AND RESPONSIBILITIES

- Teach four or five sections of Spanish, with an emphasis on flexibility.
- Carry a one-credit, non-teaching duty (coaching preferred)
- Demonstrate experience or interest in immersion teaching.
- Demonstrate versatility and openness to section assignments.
- Serve as a middle school advisor.
- Collaborate with department colleagues on pedagogy and curriculum, and to vertically align coursework to provide students with a meaningful scope and sequence throughout their 6-12 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 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 studies or the equivalent required; graduate work and degree desired.
- Fluency in Spanish and English.
- Employs a variety of strategies, resources, and tools to teach in the immersion-based setting.
- Designs creative and engaging lesson plans.
- Uses a variety of formative and summative assessments to guide instruction.
- Proven experience with the age group required.
- The ideal candidate will have substantial expertise in the field and will be:
 - a student-centered educator who creates an interactive classroom.
 - a creative problem solver.
 - 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 letter of interest with a resume to Mr. Jeff Allen, Department Chair, jallen@greenhillsschool.org, and Ms. Mayra Diaz, Head of Middle School, mdiaz@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.