



HEATHWOOD HALL

70 YEARS *of* EXCELLENCE

World Language Teacher: Spanish

POSITION SUMMARY

Heathwood Hall is currently hiring someone to teach Spanish in the Middle School to students in grades 5-8. This is a full-time position for the 2022-2023 school year.

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to provide a framework of the primary duties and necessary qualifications, not specify the full scope of the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the School's endeavors.

In addition to being a passionate and committed educator with deep content knowledge, the ideal candidate will enjoy working with and have a thorough understanding of the specific developmental needs of adolescents. We are seeking a strong communicator with a desire to help develop students as readers, writers, thinkers, leaders, and human beings.

ESSENTIAL DUTIES and JOB SKILLS

- Teach Spanish classes to students in grades 5-8.
- Collaborate with the World Language department to share teaching practices that best meet the needs of students.
- Assist with duties during the school day, such as lunch, recess, and carpool.
- Meet with the World Language Department Chair and attend departmental meetings. Faculty members have in-service obligations and are expected to attend division-level meetings and participate fully in the life of the school.
- Use a variety of assessment techniques, strong instructional and classroom management skills to develop students' speaking, listening, and writing skills.
- Strong interpersonal communication skills needed with students, parents, and colleagues.
- Meet with and plan alongside World Language colleagues across the other divisions to ensure a streamlined curriculum.
- Participate in parent-teacher conferences.
- Write daily lesson plans and set long-term curricular goals, including writing and preparing 7th and 8th-grade students for semester exams.
- Serve as a grade-level advisor and collaborate with Middle School grade-level teams to provide a well-linked and integrated learning experience.

- Complete required H.R. trainings each year (CPR, first aid, mandatory reporting, handling of hazardous materials, etc.)
- Be willing to help plan and chaperone class trips, including one overnight trip each year.
- Attend and support after-school activities and programs (e.g. concerts, theater, and class programs).
- Support the School's commitment to diversity, equity, inclusion, and multicultural education including incorporating culture as a part of classroom instruction.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree required; advanced degree preferred.
- Prior experience working with children ages 10-14 preferred.
- Spanish language proficiency is required, and fluency is preferred.

To apply for this position, please submit a resume, list of references, a statement of educational philosophy, and a cover letter to:

Heathwood Hall Episcopal School
Mrs. Maria Croley Madden
Middle School Head
Email: mmadden@heathwood.org.

No phone calls, please.

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Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.