



Harpeth Hall seeks a dynamic, creative Spanish teacher who possesses an enthusiasm for working with middle and upper school students, a commitment to innovative pedagogy and collaboration with colleagues, and excellent writing and communication skills. The ideal candidate will be an experienced Spanish teacher capable of teaching the language at all levels, in both middle and upper schools. Other important qualifications include the desire to work in a tablet laptop environment, the willingness to implement technology to facilitate teaching and learning and an interest in the development of interdisciplinary curricula in the target language. The successful candidate will have cultural competence in multicultural classrooms and sensitivity to the needs of children from diverse backgrounds. A candidate who is qualified to teach more than Spanish will be given special consideration, and a master's degree in Spanish is preferred. This position is full time for the 2022-23 academic year and will include being an advisor and sponsor of assigned co-curricular activities

### **JOB DUTIES**

- Plan, prepare, and create activities for multiple levels of Spanish classes on a daily basis, teaching lessons that correspond with the school's curriculum.
- Monitor progress of students on a lesson-by-lesson basis, offering extra practice and instruction when needed.
- Create, administer, and grade written, speaking, reading, and listening evaluations, tests, and quizzes.
- Offer individual assistance outside of class to students who need extra help.
- Communicate with students, advisors, and parents through comments, emails, phone calls, conferences, and through Schoology.
- Organize, plan, attend meetings with department members in the Upper School, as well as those from the other departments and divisions.
- Supervise advisees, monitor their academic progress, and advise them on ways to improve their performance. Communicate with parents of advisees as needed.
- Perform other duties such as maintaining and updating the Schoology page on a daily basis, entering and reporting grades on Schoology, substituting for other language teachers, proctoring exams, proctoring study hall, documenting curriculum, and writing comments.

Interested candidates should submit a letter of interest, curriculum vita, and references to Judi O'Brien ([judi.obrien@harpethhall.org](mailto:judi.obrien@harpethhall.org)) and Frances Fondren-Bales ([frances.fondrenbales@harpethhall.org](mailto:frances.fondrenbales@harpethhall.org)). Please write "Spanish Position" in the subject line.