



## POSITION DESCRIPTION

**JOB TITLE:** Spanish Teaching Internship

**DATE:** FY2022-2023

**DEPARTMENT:** Language Department

**REPORTS TO:** Language Department Chair and Dean of Academics

### **JOB SUMMARY:**

St. Johnsbury Academy seeks dynamic, enthusiastic individuals interested in pursuing a career in teaching Spanish for a one-year paid internship. The intern program is a paid with benefits, one-year commitment designed to provide professional growth for innovative teacher-leaders, while enriching the educational and residential life experience for our students. The successful candidate will be curious about pursuing a career in secondary education, ideally at an independent boarding school.

In addition to teaching responsibilities, teaching interns are expected to serve as and co-advisor to a group of 8-12 students and to participate in the campus and residential life programs as assigned. The successful candidate will have the ability to engage and embrace the active lifestyle and responsibilities of boarding school life and reside in a resident student dorm, serving as a resident proctor in addition to their teaching.

### **PRIMARY RESPONSIBILITIES AND DUTIES:**

#### **Teaching**

- Teach a single course in the fall semester and two courses in the spring semester.
- Work regularly with mentor teachers to design engaging lesson plans.
- Assess and provide evaluation information back to students in a timely manner according to the school calendar.
- Communicate with case managers for students in the special services program as mandated by IEPs and 504 plans, and as needed for the best outcomes for students in the program.
- Be available daily during the conference period time at the end of the school day and require students to attend who need to make up work or who need extra assistance.
- Maintain communication with parents as needed throughout the school year, including up to four parents' afternoons/nights during the school year, and for one resident parents' weekend in the fall semester.
- Maintain classroom decorum to Academy standards, including recognizing dress code

violations, with the support of department chairs and deans.

- Work collaboratively with colleagues within the department and throughout the school.

#### **Other**

- Engage in advisory groups, including morning attendance and weekly advisory periods.
- Participate in the resident life program as assigned. Resident Life duties may include additional compensation or benefits, depending on the position. Specific assignments take into account faculty interest and lifestyle constraints as well as current school needs, and may include a position on regular dorm staff, after-school supervision of academic, athletic, or recreational activities, and serving as chaperones for student trips or events approximately three times per academic year.
- Attend assigned monthly meetings for all faculty, department, advisory class, and ad hoc committees. Time for department, advisory class, and ad hoc committees is generally allocated during the regular school day.
- Perform other duties as assigned.

**REQUIRED SKILLS AND ABILITIES:**

- Be enthusiastic about working with students from diverse national, ethnic, cultural, and social economic backgrounds,
- Must be interested in the distinct culture of the Academy as well as its surrounding local community,
- Knowledgeable in their content area,
- Responsible, energetic, and adaptable,
- Be collaborative and open to the idea of team-teaching and/or working regularly with peers,
- Be skilled in teaching contemporary forms of communications such as video creation; podcasts and audio recording, and oral and visual presentation, and the google education suite,
- Help students navigate digital and non-digital information and discern credible sources from those which are not credible,
- Be creative and encourage creativity and out-of-the box thinking in our students,
- Be excited to work one-on-one with our students outside of the classroom using technology when appropriate,
- Flexibility to work occasional evenings and weekends for campus life events,
- Demonstrated character and ability to serve as a mentor and role model for young people.

**EDUCATION/EXPERIENCE:**

- Bachelor's Degree required.

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use classroom, shop and lab tools, telephone, computer,

tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school classroom, lab or CTE shop or classroom. The instructor may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, chemicals commonly used in instruction and /or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The teacher may be exposed to infectious disease as carried by students.

The noise level in the work environment is usually moderate to loud on occasion.

**BACKGROUND CHECK AND FINGERPRINTING**

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.