



## POSITION DESCRIPTION

**JOB TITLE:** Spanish Language Teacher

**DATE:** FY2026-2027

**DEPARTMENT:** Language Department

**REPORTS TO:** Language Department Chair, Dean of Faculty, Assistant Head for Academic Affairs, Headmaster, and Headmaster's Executive Secretary

### **JOB SUMMARY:**

St. Johnsbury Academy seeks a dynamic teacher for any level of Spanish from 1 through AP. Responsibilities with a full-time position include teaching three to four sections each semester. Success in this position requires the ability to design and implement engaging lessons using a wide variety of tools, resources, and activities. The teacher must be able to assess where each student is and then determine how to challenge them to reach the next level. This position requires flexibility, consistency, and knowledge of the ACTFL standards for proficiency. Courses include all four strands of language learning: speaking, listening, reading, and writing, as well as a focus on culture. Teachers in the language department collaborate on syllabus design, course resources, as well as assessments and assignments. We seek a teacher who can engage, teach, assess, and mentor students to their fullest potential.

In addition to teaching responsibilities, full-time faculty members are expected to serve as an advisor to a group of 8-12 students and to participate in the campus and residential life programs as assigned. The successful candidate will be able to engage with and embrace the active lifestyle and responsibilities of boarding school life.

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

#### **Teaching**

- Teach 3-4 sections each semester. Class assignments are based on disciplinary expertise, interest, and the needs of the involved departments each semester; all faculty are expected to be able to teach at the Basic, Standard, and Accelerated levels,
- Prepare syllabi and daily lesson plans for above.
- Assess and provide evaluation information back to students in a timely manner,
- 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 at the end of the school day, and require students who need to make up work or extra assistance to attend.
- Maintain communication with parents or guardians as needed throughout the school year, including up to 4 afternoons or evenings.

- Maintain classroom decorum in accordance with 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**

- Serve as an advisor to a group of 8 -12 students during their four-year tenure at the Academy, 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. They 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 committed to the idea of diversity in the classroom, such as the creation of a diverse and varied reading list, and the acknowledgment and acceptance of our students' diversity of culture, gender, sexuality, as well as their varied economic and educational backgrounds.
- Be collaborative and open to team-teaching and/or working regularly with peers.
- Be skilled in teaching contemporary forms of communications such as video creation, podcasts, audio recording, and oral and visual presentation.
- Have a high degree of competence with contemporary educational technologies such as electronic gradebooks, digital whiteboards, and learning management systems, or be willing to learn.
- Help students navigate digital and non-digital information.
- Teach critical thinking skills and original idea generation.
- 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 the classroom, using technology when appropriate.
- Have the flexibility to work occasional evenings and weekends for campus life events.
- Demonstrate character and ability to serve as a mentor and role model for young people.

**EDUCATION/EXPERIENCE:**

- Bachelor's Degree required; masters preferred.

- At least four plus years of teaching experience in the content area.
- Boarding school experience is a plus.

**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 diseases carried by students.

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

**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.

*St. Johnsbury Academy is an equal opportunity employer. SJA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. SJA is committed to providing a diverse environment, we encourage and welcome applications from candidates of all backgrounds.*

**I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.**

**I have discussed any questions that I may have had about this position description prior to signing this form.**

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**Employee Signature**

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**Date**