

<b>Job Title</b>	<i>Middle and Upper School Spanish Teacher</i>
<b>Reports to</b>	<i>Middle and Upper School Principals</i>
<b>FLSA Status</b>	<i>Exempt</i>

### Job Summary

Reporting to the Principal, the MS US Spanish Teacher is responsible for planning and implementing differentiated Spanish instruction for Grades 6-10 and IBDP Spanish based on ongoing assessment; communicating clearly with parents and colleagues; and coordinating support with the best interests of each individual child in mind.

### Duties and Responsibilities

1. Create a classroom environment that promotes an exemplary learning community: enriched by differences, informed through inquiry, global in reach.
2. Plan and implement clear, well-thought-out lesson plans that connect in-class learning to concepts and real-world situations, and generate enthusiasm and academic excellence in the classroom.
3. Demonstrate command of the Spanish content and curriculum.
4. Use a variety of developmentally appropriate instructional and assessment methods to meet the needs of all learners and provide varied forms of feedback on learning.
5. Monitor the academic, personal, emotional, and social progress of students.
6. Use technology purposefully in the classroom to enhance learning and to provide information and feedback to students and parents.
7. Establish and maintain standards of pupil behavior to achieve an effective learning atmosphere.
8. Practice regular, punctual attendance of instructional periods.
9. Ensure the safety of students, following supervision standards and guidelines in common areas.
10. Handle appropriately and professionally the supervision and/or re-direction of students.
11. Communicate regularly with parents by relevant means to the learning: class newsletters, notes, telephone calls, conferences, emails, websites, etc.
12. Communicate in a timely, clear, and effective manner with students, parents, and colleagues, informally and formally.
13. Highlight students' successes and areas of growth through assessment.
14. Implement support strategies with the Student Support Team (SST) and communicate with parents regarding support.
15. Execute distance education when directed and needed to include alternative teaching and learning delivery methods: develop online courses reflecting best practices, provide

- student support to include alternative assignments and assessments, collaborate with colleagues, supervisors, and students online to build a connected and positive learning environment.
16. Demonstrate a willingness to be available to students within contractual hours in addition to instructional time.
  17. Attend meetings and events necessary for the advancement of student learning, such as faculty meetings and Parent-Teacher Conferences.
  18. Prepare adequately for responsibilities to be assumed when absent.
  19. Complete progress reports and report cards in alignment with school requirements.
  20. Fulfill regular administrative tasks, such as timely completion and correction of attendance.
  21. Serve as a student advisor to a group of upper or middle school students if needed, for an additional stipend.
  22. Engage with students, colleagues, and parents to foster a sense of community.
  23. Work with colleagues, management, and staff in a constructive, collaborative, and cooperative manner.
  24. Actively seek opportunities for professional growth.
  25. Represent WIS in a manner that reflects the Mission and the Core Beliefs of Learning.
  26. Work with Admissions to support appropriate acceptance and placement of students at WIS.
  27. Perform other duties as assigned.

### **Qualifications**

- Bachelor's degree required; Master's degree preferred
- Previous teaching experience of 3-5 years is preferable
- Experience with the IB MYP and/or DP is preferable, but not required
- Passion for WIS's mission
- Strong communication skills, a sense of humor, humility, and empathy
- Commitment to diversity and inclusion
- Previous experience at an international school and/or cultural fluency derived from international experience is a plus

### **Working conditions**

Working primarily in a climate-controlled classroom environment in a school. Outside at times.

### **Physical Requirements**

To perform the duties of this job, the employee must have the ability to sit and stand for extended periods of time; to exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; to hear and understand speech at reasonable levels, outdoors and on the telephone; to speak in audible tones so that others may understand clearly, outdoors and on the telephone; to exhibit physical agility to lift up to 35 pounds; to bend, stoop, climb stairs, and reach overhead.

### **Direct Reports**

Students

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<b>Approved by:</b>	<i>Caroline Wood, Director of Human Resources</i>
<b>Date approved:</b>	<i>11/13/2024</i>
<b>Reviewed by:</b>	<i>Natasha Bhalla, Associate Head of School</i>