



# PHILLIPS EXETER ACADEMY

<b>TITLE:</b>	<b>Spanish Teacher</b>
<b>CLASSIFICATION:</b>	Academic Faculty
<b>REPORTS TO:</b>	<b>Department Chair, Modern Languages</b>
<b>STATUS/HOURS:</b>	Continuing appointment track, full-time, exempt, salaried position; Academic year (10 months) schedule, including one week prior to the beginning of school.

## Position Requirements

The Modern Language Department is seeking a full-time Spanish teacher beginning in the fall of 2019.

- Teach all levels of Spanish language, and the literature and culture of the Spanish-speaking world.
- Instruct through lectures, discussion and demonstrations in Spanish.
- Establish clear objectives for all lessons, units and projects and communicate those objectives to students.
- Prepare, administer and grade tests and assignments.
- Prepare materials and classrooms for all class activities.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Maintain accurate and complete student records.
- Observe and evaluate students' performance, behavior, social development and physical health. Enforce all administration policies and rules governing students.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.
- Advise student clubs and organizations, coach sport and academic team, and serve on committees as needed. As part of his or her duties, the Spanish Teacher will be provided on-campus housing, at no additional cost to the employee, and will be expected to supervise students in dormitories on an intermittent basis during the academic year.

## Accountabilities

While individual responsibilities will vary from one faculty position to another, the major job duties of all faculty members generally include the following:

- **Teaching:** Faculty teach four classes per semester, and exercise great authority in academic and disciplinary matters. All classes are student-centered discussions around a Harkness table. In order to meet the intellectual needs of the school's talented and highly motivated students, teachers are expected to be dedicated to daily preparation for the best possible classes.

- **Residential Life:** Faculty reside in campus housing and play a critical role in cultivating Exeter's community-centered student dorm life. Each faculty member generally is responsible for one weekend of dormitory duty per month and one to three weekdays of dormitory duty per week, depending on the dormitory size.
- **Advising:** Faculty are generally expected to serve as a mentor to student advisees throughout the students' time at Exeter. The adviser is the main liaison between an advisee's parents and the Academy.

Additionally, faculty are expected to actively participate in the school's extracurricular activities (e.g. coaching, advising student clubs, and/or committee work) and to understand and follow all Academy policies and procedures.

## Additional Requirements

1. Master's degree or foreign equivalent in Education, Spanish Literature, Spanish Language, or related discipline.
2. Must be fluent in the Spanish language, as demonstrated by at least 30 months (3 academic years) of experience as a Teacher, Teaching Assistant, Instructor, or related position teaching Spanish language, literature, and/or culture at the secondary or post-secondary level.
3. Experience requirement may be satisfied through part-time or full-time experience in secondary or post-secondary setting.
4. Must have clean driving record and successfully pass background check and drug screening to commence employment.
5. Fluency in the Spanish language bears a reasonable relationship to the occupation of Spanish Teacher in the context of PEA's business and is essential to perform the job in a reasonable manner.

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. The Academy is an equal opportunities employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information, physical or mental disabilities or any other classification protected by state or federal law.*