



PHILLIPS EXETER ACADEMY

TITLE:	Spanish or Spanish/French Instructor, One Year Replacement
CLASSIFICATION:	Academic Faculty
REPORTS TO:	Department Chair, Modern Languages
STATUS/HOURS:	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 language teacher beginning in the fall of 2018. We are seeking a teacher of Spanish or Spanish and French.

- Teach all levels of the target languages, and their respective literatures and cultures
- Instruct through lectures, discussion and demonstrations in Spanish or French.
- 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
- Proficiency in basic data management systems and computer applications (e.g., Word, Excel, Access, PowerPoint, Outlook), and be willing and able to learn additional applications as needed.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.

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 in Education, Literature, Languages, or related discipline.
2. A minimum of three to five years teaching experience
3. Native or near-native fluency in Spanish or French is required.
4. Proof of authority to work in the United States, full time.
5. Successfully complete a criminal background check (**reviewed every 3 years**).
6. Clean Driving record (**reviewed annually**).
7. Successfully complete a pre-employment physical/health screening examination that may include a drug screening (**position dependent**).

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