



Growth. Values. For Life.

JOB DESCRIPTION

Department: World Language
Reports to: Upper School Principal
Status: Part-Time (One Section)

Ursuline Academy has an immediate need for a part-time Upper School Spanish Teacher for the remainder of the 2026-2027 school year. This part-time position is needed for one section of Honors Spanish III and meets every other day from 8:00 – 9:15am.

POSITION OVERVIEW:

The teacher will be responsible for the overall coordination of teaching in their subject, including executing well-developed lesson plans, accurate assessment of student's progress, and participation in school functions.

The teacher will: 1) Have a strong knowledge of and familiarity with the diverse cultures of the Spanish-speaking world and infuse such knowledge into the curriculum, 2) build a solid foundation of speaking, listening, reading and writing in the target language, 3) embrace diverse learning approaches that reach a range of learners, 4) aim to use a cross-curricular, transdisciplinary approach, 5) actively seek collaborative approaches with teachers within and outside the department as well as in our global network, 6) be proactive in setting up a student-centered classroom environment that goes beyond the lecture format, and 7) utilize 21st century pedagogical approaches to instruction for a significant portion of class time.

SPECIFIC DUTIES:

Academic Environment

- Meets and instructs assigned classes in the locations and at the times designated by the teacher schedule distributed by the Principal. Creates and executes lesson plans specific to respective grade level.
- Inspires students through enthusiasm for course content and student growth.
- Prepares for assigned classes by creating robust lesson plans that align with the course curriculum designated by the Department Chair and/or School.
- Provides a detailed course syllabus.
- Develops and maintains a safe and inviting classroom environment conducive to learning.
- Aligns instruction to a standards-based unit plan/scope and sequence.
- Utilizes supplied materials/unit plans as well as supplemental materials and projects/units to enhance the student learning experience.
- Demonstrates proficiency through careful lesson planning and content expertise.
- Utilizes a variety of assessment tools to evaluate student learning, including formative and summative assessment.
- Achieves a balance between instructional and assessment time that prioritizes authentic learning.

- Continually assesses curriculum and teaching to ensure inclusiveness for ability, race, ethnicity, and socio-economic sensitivity.
- Reviews assessment data at the departmental level to inform instructional strategies. Uses data to make decisions for students requiring more advancement and/or remediation.
- Demonstrates knowledge of students' strengths, challenges, and learning styles.
- Performs other duties as assigned.

School Community

- Attends conferences, Back to School night, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc., as necessary.
- Serves as a positive ambassador for Ursuline Academy in the community.
- Demonstrates a willingness to serve the school community with time and talents in activities outside of the classroom.
- Assists in upholding and supporting school rules.

Communication

- Maintains an updated course page and accurate, up-to-date student records.
- Posts major assignments/assessments on the Test Calendar at least 1 week prior to due date.
- Writes specific, individual, and constructive comments on report cards/progress reports.
- Actively communicates with students and families within 24 hours when students' performance is of concern.
- Responds to any parent communication within 1 business day and documents phone communication with follow-up email.
- Posts grades to online gradebook in a timely manner.

Professionalism

- Exhibits expertise in curricular area(s) by remaining up-to-date on research and trends, attending professional development opportunities, when needed.
- Models professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families.
- Responds to observational feedback and incorporates strategies and skills from professional development into instruction.
- Performs duties as assigned including car line, cafeteria monitoring, library coverage, etc. as required by the Principal.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attends and actively participates in all meetings and in-service days.

Alignment with Mission, Core Values and Portrait of an Ursuline Educator

- Actively upholds the school policies and procedures detailed in the Employee Handbook and Faculty Handbook.
- Attends school liturgies, prayer services, retreats, and other mission-directed events or activities, as planned.
- Actively monitors and ensures student adherence to Student Handbook policies and procedures.

- Models desired behaviors for students both in and out of the classroom, including maintaining standards of classroom and school behaviors.
- Enthusiastically engages in professional development activities designed to support professional growth.

QUALIFICATIONS:

- Bachelor's degree in Spanish, Education, or related field; Master's degree and Certification preferred.
- Completion of student teaching required; 2-4 years of experience preferred. Experience teaching at the high school level preferred.
- Demonstrated understanding of educational technology integration in the classroom.
- Demonstrated understanding of effective teaching strategies for different learning styles and aptitudes.
- Strong interpersonal and communication skills, including presentation, listening and observational skills.
- Excellent organizational, prioritization, and time management skills including the ability to plan and manage projects.
- Strong analytical and problem-solving skills.
- Ability to work effectively with students, teachers, parents, volunteers and school administration from diverse backgrounds.
- Ability to navigate challenging situations with discretion and diplomacy.
- Ability to work independently as well as collaboratively in a team environment.
- Passion for bettering the lives of students.
- Desire to seek out professional development activities related to the latest instructional strategies, student growth and best pedagogical practices.
- Willingness to be an active, enthusiastic member of the Ursuline community.
- Ability to maintain confidentiality at all times regarding the Ursuline community.

PHYSICAL DEMANDS:

Work is primarily performed in an indoor environment. The position requires frequent walking, standing, sitting, reaching, and lifting up to 10 pounds. Specific vision ability required, including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate to high. The employee may be exposed to moving equipment, toxic fumes, chemicals, and infectious diseases. While performing the duties of this job, the employee occasionally works in outside weather conditions exposed to extreme cold and or extreme heat.

Updated 8/2026