



## **Spanish Instructor Job Description** *(posted February 2024)*

Vermont Commons School is a 6-12th grade independent school in South Burlington, VT focused on Scholarship, Community and Global Responsibility. We are seeking a full-time Spanish instructor with teaching responsibilities across the middle and high school grades.

- The ideal candidate will:
  - Have professional experience teaching middle and high school students
  - Be accomplished in the area of Spanish with a passion for sharing their interest
  - Have knowledge of Comprehensible Input and Acquisition Driven Instruction
  - Design and plan engaging curricula, drawing on current educational trends
  - Quickly establish productive and meaningful working relationships with middle- and high-school students, rooted in knowledge and curiosity about what each group of adolescent students needs
  - Teach and assess students in diversified ways that use a variety of styles
  - Communicate clearly and effectively with parents
- Secondary responsibilities of Vermont Commons Faculty include the following :
  - Participating and co-leading week-long off-campus experiential education programs and/or trips three times a year
  - Serving as an advisor to grade-level and mixed-grade groups
  - Attending department and faculty meetings, as well as professional development days
  - Sponsoring clubs and other activities
  - Proctoring study halls, lunch, PE and/or recesses
  - Other duties customary to the vocation of teaching
- Additional qualifications include
  - One or more years of professional experience in an educational setting
  - Being friendly and welcoming of all past, current, and prospective community members as well as the community at large

- Having excellent written, digital, and verbal communication skills, including experience with Student Information Systems (SIS) and Learning Management Systems (LMS)
- Ability to work well both independently and collaboratively as part of a tight-knit team
- Strong personal management skills and ability to meet deadlines
- Advanced degree/s in a relevant field
- Compensation and Benefits include
  - The school uses a published pay scale for teaching and administrative Faculty based upon years of full-time professional teaching experience and educational degree attained, with a range of approximately \$40,000-80,000 annual salary.
  - Competitive healthcare plan for individual or family
  - 5% match of 403(b) retirement plan
  - Short and long term disability insurance fully provided
  - Funded professional development
  - Generous paid time off
  - Dental and Vision insurance available at employee cost
  - Sabbatical Program available after ten years
  - Tuition remission benefit
- This is a full-time, exempt, academic-year, salaried position requiring the time commitment necessary to complete job requirements satisfactorily. Hours are primarily Monday through Friday, 8:15 a.m. to 4:30 p.m., and frequent weekend and evening work may be required during peak periods.

Position begins August 22, 2024 and the application period will remain open until filled. Interested applicants should email a brief cover letter and resume/C.V. to [employment@vermontcommons.org](mailto:employment@vermontcommons.org).

Vermont Commons highly encourages applicants who identify as Black, Indigenous, People of Color, and/or across the gender and sexual diversity spectrum. Vermont Commons School is an Equal Opportunity Employer and is committed to making a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender and sexual diversity, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

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