



Spanish Language Instructor Job Description, 1/4-time, Spring Semester 2024 *(posted December 2023)*

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 quarter-time instructor with teaching responsibilities in either the high school or middle school grades for the spring semester 2024. This position has the option to extend into future academic years.

The ideal candidate will:

- Have professional experience teaching high and/or middle school students
- Be accomplished in the area of Spanish language with a passion for sharing their interest
- Design and plan engaging curricula, drawing on current educational trends
- Quickly establish productive and meaningful working relationships with middle and/or high-school students, rooted in knowledge and curiosity about what adolescent students need
- 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. Depending on the teaching load of this position and availability/interest of the candidate, some or all of these responsibilities may be part of this position:
 - Part-time participation in and/or co-leading of week-long, off-campus experiential education programs twice in the spring semester (three times a year)
 - Participation in department and faculty meetings when available
 - Other duties customary to the vocation of teaching.
- Ideal qualifications include
 - Being friendly and welcoming

- 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
- 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. Compensation for this position will be directly derived from that pay scale
 - This is a part-time, exempt, spring semester, salaried position requiring the time commitment necessary to complete job requirements satisfactorily. School hours during which Spanish courses are taught are primarily Monday through Friday, 8:30 a.m. to 3:30 p.m.; weekend and evening work typical to teaching may also be required.

Position begins January 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.

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.