TEACHING POSITION: French and Spanish

Southwestern Academy
San Marino, CA

Southwestern Academy is seeking an enthusiastic and motivated person to teach classes in French and Spanish beginning the fall semester, 2023. Located near Pasadena, California in the safe and beautiful community of San Marino, the academy has for 99 years provided guidance and a strong academic foundation for young people entering colleges and universities throughout the United States and the world. As a co-ed boarding and day school for over 100 students, we welcome domestic and international students in grades 6 to 12.

This teaching position is a full-time position. The classes taught will vary depending on need but will include beginning and intermediate Spanish and French. Summer session teaching is possible but dependent on need. Salary is competitive and based on qualifications and experience.

As a boarding school, Southwestern Academy also has a mission to provide and work with a broad range of co-curricular activities for those students living with us. Our faculty is involved in these activities as well as in advising students on academic matters.

Position Description

Instruction

- Work with the department chair to develop a syllabus that meets the standards and goals of Southwestern Academy.
- Plan lessons and implement classroom activities.
- Use a wide range of technologies and creativity when designing units, instructional materials and classroom resources.
- Assess periodically the academic progress of students to ensure established goals are met.
- Effectively manage student behavior and organize classroom systems and procedures to ensure all students are fully engaged in learning.

- Maintain high standards of student conduct, as outlined in student and employee handbooks.
- Provide a safe learning environment for students.
- Carry out additional activities, as requested, in line with the general expectations of this job description.

School Culture

- Be aware of and support Southwestern Academy's mission and vision.
- Act as an advisor to a group of students meeting with them individually as needed and requested.
- As a boarding school all members of the faculty and staff are expected to attend and help as necessary in life beyond the classroom through club events, activities, and field trips.
- As needed and as experience dictates, be an advisor to a club or coach a sports team.
- Maintain high expectations in the classroom that include college preparation for all students.
- Provide students and their families with information on classroom activities and student progress as needed and requested.
- Maintain a professional manner when working with students, staff and parents/families in all situations including academic ad co-curricular activities and events.
- Participate in professional development opportunities.

Qualifications

- Bachelor's degree. Teaching experience and teaching credentials are a plus.
- Demonstrate strong classroom management skills.
- Outstanding written and verbal communication skills.
- Exceptional interpersonal and presentation skills.
- Well-organized with excellent leadership abilities.

Application Information

All interested candidates should submit the following materials. The position remains open until filled.

- A cover letter expressing why you are interested in Southwestern Academy and this opportunity.
- A current resume.
- Three professional references and their contact information.

Please send your materials by email with attachments to:

jobs@southwesternacademy.edu

EEO Statement

Southwestern Academy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.