



BROOKS SCHOOL POSITION DESCRIPTION

Position Title:	Instructor of Spanish
Classification:	Faculty
Position Type:	Full-Time
Benefits Eligible:	Yes
Reports to:	Chair of the World Language Department
Date:	July 2023

SUMMARY DESCRIPTION:

The mission of Brooks School is to provide the most meaningful educational experience to our students. At Brooks, we recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status and other protected status. We strive to be a place where a diverse group of faculty and staff want to learn, grow, and do their best work in an effort to support all aspects of a Brooks student's life, both in and out of the classroom. Our school thrives because of their hard work, initiative, dedication and compassion.

Brooks School seeks a dynamic, confident, and creative Spanish Teacher for the 2023-2024 academic year. The ideal candidate should be able to teach all levels of the Spanish language. This full-time faculty position will include teaching four sections and contributing to the campus community by coaching two sports/activities or the equivalent, supporting the residential life program, and being an advisor. We are especially interested in candidates who are skilled in culturally responsive educational practices and who are committed to fostering a sense of inclusion and belonging.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:

The successful candidate will:

- Demonstrate native or near native fluency in Spanish;

- Apply engaging and innovative student-centered teaching practices that adjust to meet varying student needs;
- Possess a growth mindset in considering current pedagogical best practices and understanding of adolescent development;
- Implement best learning practices and keep updated with developments in subject area, teaching resources, and methods by engaging in conferences and other professional growth opportunities;
- Work collaboratively with colleagues within the department to enhance the curriculum;
- Implement a classroom curriculum centered on anti-racism and social justice;
- Communicate effectively with students and parents; and
- Demonstrate strong written and communication skills.

RESPONSIBILITIES:

- Teach four sections of Spanish, which may include introductory, advanced, and AP;
- Advise an average of six students beginning year two;
- Participate in the residential life of the school as a dorm parent with related duties; and
- Coach (or the equivalent) of two seasons in the afternoon program.

COMPETENCIES:

The successful candidate will:

- Demonstrate effective teaching through a full immersion approach that includes reading, writing, speaking, and listening;
- Have a strong work ethic, excellent communication skills, and be able to self-direct as needed;
- Commit to school-wide initiatives, campus involvement, and the lives of our students outside of the classroom;
- Display a sense of humor, patience, and empathy for adolescents; and
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and achievement.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required in Spanish education, literature and/or culture; Master's degree preferred;
- Minimum of 1-3 years of teaching experience in a 9-12 world language program (or applicable practicum experience).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

- Occasional lifting, bending and climbing stairs
- Frequent talking, listening, walking, sitting and standing
- Ability to perform multiple concurrent tasks and functions in a fast-paced working environment

TRAVEL:

This role does not require travel but travel for professional development is encouraged.

APPLICATION AND POSITION INFORMATION:

Brooks School believes that realizing a mission aimed at “providing the most meaningful educational experience its students will have in their lives” requires intentional work to build and foster diversity, equity, and inclusion for all members of our predominantly residential school. As such, we seek a diverse candidate pool that includes those who are traditionally underrepresented and less familiar with boarding school life.

All interested candidates should submit the following materials by email with attachments to Assistant Head of School Ms. Nina Hanlon (nhanlon@brooksschool.org) by May 1, 2023:

- Cover letter expressing why you are interested in Brooks and this opportunity
- A current resume
- Three professional references and their contact information

EEO STATEMENT: Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

The school will make any offer of employment contingent upon a candidate being authorized to work in the United States, and successfully completing criminal offender record (CORI) and sexual offender record (SORI) background checks.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.