

NOTRE DAME DE SION SCHOOL
POSITION PROFILE

POSITION TITLE: Intermediate and Middle School World Languages Instructor-French

FLSA CLASSIFICATION: Exempt/10 month

REPORTS TO: Grade School Principal

QUALIFYING CHARACTERISTICS

- Knowledge and understanding of and commitment to the Sion mission.
- Bachelor's or Master's degree (preferred) in Education or related subject matter.
- 3+ years prior experience teaching at the middle or high school level in independent or private schools (preferred).
- Flexibility in working with a variety of faculty across the divisions on faculty committees.
- Strong ability to work collegially with the Division faculty and support team.
- Capable of teaching all levels of the subject, demonstrating a mastery of current pedagogy.
- Advanced knowledge of personalized and differentiated instruction, and of different learning preferences.
- Understanding of the social and emotional development of intermediate and middle school students and possess a passion for working with this age group.
- Strong leadership and interpersonal communication skills.
- Exceptionally capable in both written and oral communication.
- Excellent organizational and presentation skills.
- Technologically proficient with continued professional development expected.

ESSENTIAL JOB DUTIES

- Lead instruction for daily World Language classes.
- Connection with students, challenging them, and shifting pedagogical practice to personalize instruction meeting the needs of diverse learners and learning preferences.
- Work with Grade School Principal, Level Leader, and colleagues to plan and coordinate all content, activities, and assessment for each class, and provide interdisciplinary opportunities.
- Coordinate with Mission Director, and Level Leader to integrate resources that incorporate the tenets of the Sion Mission in its curriculum and novel selection.
- Develop and teach new electives, as needed.
- Serve as a homeroom teacher and student advisor; meeting with parents of advisees; and facilitating advisory curriculum including "Maisons".
- Incorporate 21st-century skills and ACFTL standards into the World Languages curriculum.
- Work with Grade School leadership, Level Leader and faculty towards the continual refinement and improvement of the World Language program.

- Participate in general duties such as carpool, recess, and study hall supervision, class coverage for absent teachers, and supervision at other school events (i.e. field trips, dances, athletic events, etc.).
- Maintain current attendance and student records.
- Attend all required professional development, faculty and staff meetings, parent meetings, and any special meeting(s) requested by the administration.
- Continue personal and professional development conferences and other development opportunities to ensure that teaching practices remain current
- Interact effectively with parents, colleagues, and members of the administration
- Participate in other aspects of the School community (i.e. athletics, committees)
- Assist with other projects, programs and planning as assigned by Grade School Principal

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Works in classroom environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Occasionally bend, stoop, and squat.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

Notre Dame de Sion School is an Equal Opportunity Employer and is committed to diversity and inclusion (see Notre Dame de Sion Schools Statement on Diversity). We encourage all qualified candidates who aim to support our mission and actively participate in our diverse and inclusive community to apply.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Please submit the following documents for consideration: cover letter, curriculum vitae or resume, statement of educational philosophy and list of references to Gina Moffitt, Director of Human Resources, by Friday, July 28, 2017.