

Spanish Instructor

The Piney Woods School is seeking an innovative individual with the energy and passion to serve as Spanish Instructor. The successful candidate will appreciate and embrace the school's history, mission and values, but will also be committed to creating new possibilities for the school that will help to guarantee a strong and vibrant future.

The Piney Woods School was founded in 1909 on land known as the piney woods located near Mississippi's capital city of Jackson, emphasizing educating the head, heart and hands of every student through academic achievement, community service and occupational skills. The Piney Woods School endures today as the largest historically African American, independent, college preparatory, boarding school in the country. The school's current operating budget is supported annually through tuition and public and private support. The school holds assets of more than \$16 million including the school's property (a main campus, farm, and other real property) and a small, restricted endowment.

Qualifications:

- At least a Bachelor's degree in required area
- Certified or certifiable to teach in the state of Mississippi in assigned area is preferred
- Experience in working with adolescents preferred, but not required
- Experience teaching the bible is a plus
- Well-groomed
- Cheerful/pleasing personality

Knowledge, Skills, Abilities:

- Proficient and knowledgeable in Spanish
- Ability to use multimedia technology in classroom instruction
- Demonstrated ability to plan, organize, and present lecture and lesson materials, and concepts to assess student achievement
- Knowledge of human growth and development
- Excellent oral and written communication skills
- A strong work ethic, sense of responsibility, and a commitment to excellence in education
- Relates well to children (good rapport)
- Good disciplinary skills
- Professional attitude; excellent human relations and interpersonal skills
- Computer literate-knowledgeable of WordPerfect, Microsoft Word, Grade Quick or similar classroom management software, Internet, Quicken

Essential Responsibilities:

- Teach assigned classes; plan, organize, and present lecture and lesson materials and concepts; develop and use resource materials and incorporate computer technology in the classroom; conduct classes composed of students from diverse cultural, socioeconomic, and ethnic backgrounds
- Organize instruction according to test data and student needs; evaluate student performance and progress through in-class observations, assignments, tests and examinations
- Strive to increase academic achievement in your department on teacher-made and standardized tests
- Maintain a classroom environment conducive to learning
- Prepare weekly and daily lesson plans that reflect approved departmental course outlines and descriptions; post lesson plans daily
- Introduce new objectives to the students and teach accordingly; implement diverse teaching strategies and understand students' varied learning styles
- Assess each student academically, physically, and mentally to make the necessary referrals
- Participate in instructionally related and departmental activities including, but not limited to, curriculum development, selection of appropriate instructional materials, and revision of instruction and testing materials as required
- Promote and coordinate student participation in local, state, and national competitions
- Submit all pertinent documents and paperwork to administration (lesson plans, proposals, reports, bulletin information, grades, referrals, absentee lists, homework assignment sheets, etc.)
- Attend in-service training, staff, and student diagnostic and prescriptive meetings
- Involvement in Residential Life program (tutoring, chaperoning, and supervising students in the library and recreational room)
- Coordinate and participate in extracurricular activities
- Participate in class sponsorship

- Participate in hall duty when assigned
- Lunch duties (supervise students during breakfast, lunch and dinner)
- Keep class attendance and grade records as required by school
- Update and follow Instructional Management Plan (IMP) objectives
- Attend school programs (school day), and participate in Parents' Day, Founder's Day, and Commencement weekend activities
- Exercise proper and safe work practices

Additional Responsibilities:

- Stay abreast of current trends and information related to your field
- Supervise school-wide testing
- Serve on various committees
- Help keep classroom/lab tidy and neat
- Enforce students' dress code in classroom and report violators
- Handle discipline of students
- Carry out all school rules, policies, and procedures
- Perform other related functions as requested by your supervisor or other school administrators