



Job Title: Faculty Substitute – World Languages
Department: Academic
Status: Temporary, Full-Time, Exempt, Non-benefited
Reports to: Associate Head of Schools

SUMMARY

The Webb Schools is searching for a Spanish language long-term substitute teacher available no later than January 2021 to teach through the end of the 2020-2021 academic year. The ideal candidate will have experience in online and/or blended teaching environments and a strong background in teaching a broad range of high school Spanish courses. ***Ability to teach higher level Spanish (AP Spanish Literature) is a plus.*** Interest in participating in the broader life of a boarding school community preferred. All faculty members are expected to contribute positively and productively to a campus community that promotes the development of honor, leadership, and character.

RELATIONSHIPS

Faculty members report to the department chair in their discipline for teaching-related matters, to the dean of students for residential issues, and to the director of athletics for coaching responsibilities. Each faculty member ultimately reports to the associate head of schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific responsibilities include, but are not limited to:

- Teach four classes, including all elements of instructional planning, implementation, and assessment.
- Attend all faculty meetings, department meetings, and other meetings as required.
- Complete academic reports, advisor letters, and other forms of academic communication in a timely, professional manner.
- Promote the development of honor, character, and leadership in all dealings with students, including enforcing school rules.
- Pursue opportunities for professional growth on an annual basis.
- Other duties as assigned.

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students *in loco parentis*.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Demonstrates flexibility and adaptability to change as needed.

EDUCATION AND EXPERIENCE

The optimum candidate will have teaching experience, a strong command of both written and spoken Spanish, and a minimum educational requirement of a bachelor's degree, with a master's degree or higher preferred.

OTHER REQUIREMENTS

A current California driver license with a satisfactory driving record will be required. A criminal background check must be successfully completed before employment can begin.

OTHER SKILLS

Faculty members must be:

- Able to communicate effectively with students, parents, faculty, staff, and administrators.
- Knowledgeable practitioners of their academic discipline.
- Technologically literate and able to guide and direct students' use of technology.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is for the 2020-2021 academic year.
Interested candidates should send their cover letter and résumé to:

Michael Hoe, Director of Studies

careers@webb.org

Fax: (909) 482-5272

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