



NORTHWEST  
ACADEMY

## **Middle and High School French & Spanish Teacher**

Northwest Academy is a progressive, independent middle school and high school located in downtown Portland. We emphasize creativity, student-centered classrooms, and high expectations. We value an inclusive, caring culture that supports and challenges students, that is sensitive to their developmental needs and challenges, and that ultimately guides students to celebrate their burgeoning independence and individual spirit.

**We are seeking a Middle and High School Spanish and French teacher for the 2017-18 school year.** For next year, this position will likely include a mixture of beginning and intermediate level French and Spanish classes, as well as language lab, and may vary from year to year.

The Northwest Academy World Language Program fully immerses students in the target language at all levels. The emphasis is on learning language in a vibrant, interactive, organic environment--as opposed to rote memorization and textbook practice. Students are assessed across the four modes of expression via benchmarks established by ACTFL.

Position Title: French and Spanish Teacher

Department: World Languages

Reports To: High School Director

FTE: 0.8 FTE

**POSITION SUMMARY:** Northwest Academy recognizes that participating in a professional community and contributing to the school's well-being is an important element of a faculty member's relationship to the school. As a result, faculty members are expected to take active roles in the school's professional and student cultures and communities in addition to the essential responsibilities regarding their respective teaching and other assignments. Faculty members report to their respective division director(s) and/or their designees as assigned, including Department Chairs.

Responsibilities are as follows:

- Teach all assigned classes; maintain an orderly and organized classroom; provide additional out-of-class instruction when necessary for remedial or accelerated work.
- Grade and assess all student work; maintain records of student grades and assessments.
- Communicate with students, parents, and colleagues about classroom matters.
- Attend and actively participate in staff meetings, student conferences, academic advising meetings, grade level meetings, department meetings, Board/Faculty events, Back to School Night, Parent/Faculty events, Open Houses, overnight class trips, field trips, and in-service days.
- Prepare lesson plans and classroom activities to foster student engagement and prepare students for high school (middle school teachers) and post-secondary education (high school teachers.)
- Document conference reports, disciplinary issues, student health and safety issues, and other professional correspondence and reporting.

Minimum qualifications include:

- Earned Bachelor's Degree, or higher, from an accredited institution of higher education;
- Expertise in the subject area(s) to be taught;
- Experience in middle and/or high school setting;

- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Proficiency with computers, Google Drive, and word processing, database, electronic grading software, and other classroom technologies;
- The ability to create an effective learning environment and interact effectively with people from different cultures and experiences; ability to lead and work with cross-cultural environments;
- An awareness about difference and how it can expand teaching practices and student success; and
- An ability to learn from and build on varying cultural and community norms of students and their families.

Interested candidates can find instructions for applying for this position on the [Careers at Northwest Academy](#) and reply to [Careers@nwacademy.org](mailto:Careers@nwacademy.org).

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**SUPERVISORY RESPONSIBILITIES:** Faculty members are at all times responsible for the supervision of students in their care during classes and for students generally at all times when on campus or off campus during school activities.

**WORKING CONDITIONS:** This is a 10-month faculty position that follows an academic year. Teachers are expected to be on campus or actively involved in the school community during their scheduled classes and for an established percentage of their non-classroom hours. There are some required commitments outside of regular school hours, including evening and weekend commitments. Consistent with their respective FTE level, teachers are expected to travel to retreats, conferences and workshops, as well as accompany students on various experiential activities throughout the year.

## PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of teachers generally. The school is spread out across five buildings covering multiple blocks in downtown Portland, so teachers may have to move between buildings during five-minute passing periods or to attend meetings around campus. The school does not provide parking for all staff members, so metered street or lot parking might be required.

*Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.*