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Spanish Teacher

POSITION

Saint Thomas Academy seeks a Full-time Spanish Teacher, grades 9-12, for the 2021-22 school year. The qualified candidate will be willing to embrace the mission of Saint Thomas Academy and the philosophy of the World Language Department.

JOB DESCRIPTION

Saint Thomas Academy employees advance the mission of the Academy by developing the intellectual, spiritual, moral and physical potential of each cadet, and by cultivating the practice of leadership so that each student has the skills and confidence to be a leader.

GENERAL RESPONSIBILITIES

* Support Saint Thomas Academy and the St. Paul/Minneapolis Archdiocese’s mission and goals and actively articulate them to the Academy’s constituents and the wider community
* Actively participate in World Language department functions of the Academy
* In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures
* Provide leadership consistent with Catholic teaching. Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

REPRESENTATIVE RESPONSIBILITIES

* Prepare purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize student engagement
* Utilize a variety of instructional techniques to meet the individual needs of students
* Create a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
* Encourage student enthusiasm for the learning process and the development of good study habits
* Recognize academic/social/emotional struggles and make referrals to the counseling department as appropriate
* Use effective oral and written expression
* Assist in the ongoing curriculum articulation and review process
* Utilize appropriate digital tools and resources
* Maintain a class webpage and gradebook as indicated by the school
* Provide additional time beyond the regular schedule for tutoring, as necessary
* Develop and implement reasonable behavior expectations and appropriate classroom management techniques
* Take necessary and reasonable precautions to protect students, equipment, materials and facilities
* Maintain regular communication with parents through multiple avenues, including: parent-teacher conferences, telephone, e-mail communication, and phone calls

Student evaluation:

* Assess student learning on a regular basis using multiple assessment methods
* Provide student progress reports as indicated by the grading deadlines
* Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with school policies

PROFESSIONAL GROWTH:

* Participate in professional development opportunities to improve knowledge of subject matter, maintain professional licensure, and improve best practices
* Collaborate in planning efforts, as called upon by department or administration
* Attend faculty, department, and committee meetings as scheduled

JOB QUALIFICATIONS

* Appropriate degree and experience working with middle and/or high school students required
* Advanced degree and appropriate licensure preferred

Further Instructions:

Qualified candidates should send a cover letter, resume and references to:

Deborah Berglund, Human Resources Manager, Saint Thomas Academy, via email [dberglund@cadets.com](mailto:dberglund@cadets.com) or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled