



**JOB ANNOUNCEMENT:** Spanish Teacher

**REPORTS TO:** Dean of Faculty & World Languages Department Chair

**EMPLOYEE STATUS:** Exempt, Part-Time, Fall Semester (August 8, 2024-December 17, 2024)

**WORK SCHEDULE:** Bay teachers are expected to attend their classes, tutorial periods, staffulty and collaborative course team meetings, applicable orientations, and professional development days. See the job description for more details.

**START DATE:** July 1, 2024 (on-campus start date August 8, 2024)

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“Staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), ability or any other characteristic protected by law. We are committed to having a Staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

## **Job Description**

This position includes teaching two sections of Spanish 1 in the Fall semester. Curriculum and teaching materials already exist for this course. Instructors are encouraged to familiarize themselves with the Vistas online platform to maximize the use of these resources. Decisions about any modifications to the curriculum should be made in partnership with the Department Chair to ensure students are ready for the second semester course of this year-long sequence.

## **Required Qualifications**

**EDUCATION:** A four-year undergraduate degree.

**EXPERIENCE:** Applicants should ideally have at least 3+ years of teaching experience, although candidates with fewer years of experience will also be considered.

**COMPUTER SKILLS:** Proficient in Google Suite and familiarity with PC and Mac platforms as well as LMS and SMS systems.

**OTHER REQUIREMENTS:** Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, work violence prevention training, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

## **Key Responsibilities**

### **Teaching**

In addition to class preparation and classroom teaching, all teachers are responsible for:

- Collaboratively designing curriculum and aligning curriculum with course teams, the department goals, and the schools mission;
- Designing skills-based formative and summative assessments;
- Grading student work and providing feedback in a timely manner;
- Communicating regularly with students, parents, guardians and advisors regarding student progress;
- Having one-on-one student meetings as needed;
- Scheduling and attending course team meetings;
- Attending weekly Staffulty or department meetings on Thursday afternoons.

### **Community Support**

All teaching Staffulty are expected to support the well-being of our community and the growth of individual students. This includes:

- Attending Morning Meeting on teaching days;
- Holding tutorial at the end of the school day at least 1 day per week, with additional availability by Zoom appointment;
- Attending Back to School Night in September.

### **The Ideal Candidate**

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Dedicates themselves to anti-bias and equity work and understands the social justice dimensions of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Values mindfulness as a practice;
- Is comfortable teaching various levels of high school Spanish

- Values individual learning profiles by teaching in multiple modalities and offering differentiated instruction;
- Employs and is excited by student-centered teaching strategies (project-based, place-based, problem-based, and experiential learning);
- Has experience teaching secondary education and brings a diversity of teaching and life experiences to their work;
- Values collaboration, teamwork, and feedback as a part of professional growth;
- Commits to innovation, professional development, and reinvention;
- Is curious and resourceful;
- Enjoys working with and inspiring high-school learners in all areas of school life.

### **Physical Requirements**

- Ability to sit/stand for long periods of time;
- Ability to move around campus. The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings. All buildings are ADA compliant;
- High frequency of viewing a computer monitor.

### **Work Environment**

- Teacher offices are shared spaces, typically with three other teachers. Teachers are assigned office spaces to intentionally mix disciplines of the inhabitants;
- Teachers may teach in different classrooms throughout the year;
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours;
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices or in the Staffuly lounge on the fourth floor.

### **Compensation**

Salary is based on years of secondary school work or relevant experience. The faculty salary range for this position during the 2024-25 school year is \$19,364 to \$32,714.

Please review our part-time teaching job description here for more details. If interested in the position, please review our website ([www.bayschoolsf.org](http://www.bayschoolsf.org)) to learn more about The Bay School, our science curriculum and our community. To apply for the Spanish Teacher position, email all of the items below to: [jobs@bayschoolsf.org](mailto:jobs@bayschoolsf.org), subject line: **Spanish 24-25**.

Incomplete applications will not be considered.

1. Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School.
2. Resume/C.V.
3. A list of references--minimum of 3, including a current supervisor, departmental colleague, and colleague outside of your department.

Please note that Bay will be accepting resumes on a rolling basis until the position is filled.