

ST. AGNES ACADEMY  
1851



ST. DOMINIC SCHOOL  
1956

4830 WALNUT GROVE ROAD • MEMPHIS, TENNESSEE 38117  
901-435-5815 • FAX: 901-435-5866

**Job Title:** Spanish Teacher for Levels 1-4

**Department:** SAA Upper School World Languages Department

**Reports to:** SAA Upper School Dean

**Job Summary:** Under the supervision of the Dean, the teacher is responsible for teaching full-time for the duration of the school year. The teacher should foster the intellectual, social, physical, and faith development of children in the Upper School experience.

**Essential Duties and Responsibilities:**

**The position requires that the instructor**

- Recognizes and supports the unique Catholic, Dominican Mission of St. Agnes Academy by speaking, acting, and instructing consistent with the teachings of the Catholic Church.
- Demonstrates effective planning skills by preparing lessons designed to implement stated goals and objectives and by incorporating school curriculum objectives in lesson plans
- Demonstrates competence in teaching by demonstrating current, thorough knowledge of curriculum and subject matter and be able to communicate effectively with students. Be able to organize classroom learning and materials to maximize student time on tasks, as well as motivate student learning
- Counsels students for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student needs
- Develops and uses effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluates student progress
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students' parents and administration.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.
- Establishes a consistent disciplinary approach that promotes self-direction and positive self-image. Sets high standards for student behavior and manages inappropriate behavior effectively for the purpose of providing a safe and optimal learning environment.
- Advises parents of student progress for the purpose of communicating expectations, student achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Monitors students in a variety of educational environments for the purpose of providing a safe and positive learning environment.

- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Cooperates with school administration and works effectively with all staff members to promote positive relationships with students and parents.
- Be involved in extracurricular activities each academic year. Extracurricular assignments will be determined during the course of the hiring process or determined during the course of the school year to meet the needs of enriching the academic, physical, social, and spiritual growth of our students.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of St. Agnes Academy.

**An Ideal Candidate would possess the following qualifications:**

- A Bachelor's degree in Spanish with priority given to an individual who is proficient in Spanish as well. A Master's degree is preferred.
- Facility in spoken and written Spanish and knowledge of the culture and history of Hispanic cultures.
- Evidence of at least three (3) years of exemplary classroom teaching experience at the high school level (ages 14-18 priority).
- Proven ability to conduct formative assessment and demonstrate technology integration at a high level. Able to work with students varying in ability and learning styles, both nurturing and challenging as necessary.
- Deep understanding of student learning theory, brain-based learning, and differentiated instruction.
- Proven ability to collaborate with teachers regarding student learning.

Competitive compensation and a full benefits package are available.

St. Agnes Academy-St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Interested candidates should submit the following documents: cover letter, resume, and employment application (found on our school website at [www.saa-sds.org](http://www.saa-sds.org) to:

Dr. Joy Maness, Dean of the Upper School  
 Saint Agnes Academy  
 4830 Walnut Grove Road, Memphis, TN 38117  
 or email to [jmaness@saa-sds.org](mailto:jmaness@saa-sds.org).