

Updated January 2022

MERCY HIGH SCHOOL
Burlingame, CA 94010

SPANISH TEACHER

Mercy High School, an all-girls college preparatory secondary school has an opening for a full-time Spanish teacher. Teachers have the opportunity to work in a small school environment, with class sizes ranging from 9-25 students. Mercy High School Burlingame has low turnover and excellent professional development programs.

Reporting to the World Language department chairperson, the teacher is responsible for the overall coordination of teaching in his/her subjects including executing well-developed lesson plans, accurate assessment of student's progress, participation in department meetings and team planning sessions, supervision of students, willingness to learn new methodology, ability to undertake co-curricular responsibilities.

Requirements include a Bachelor's degree and secondary teaching credential or Master's degree in Spanish or in Education, successful high school teaching experience, and a demonstrated ability to teach Language. The ideal candidate will also be proficient in educational technology.

Required Knowledge and Skills for All Teaching Positions at Mercy High High School:

- A clear commitment to the mission of the school.
- Strong teaching ability; enjoy working with adolescents.
- Fluency in reading, writing, and speaking in English.
- Excellent oral and written skills, as well as outstanding interpersonal skills.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the Mercy community.
- Obvious passion for the academic subject matter being taught.
- Willingness to adapt to an existing curriculum as well as contribute ideas to enhance the respective academic programs.
- Excellent attendance and punctuality.
- Excellent technology skills.
- Possess a commitment to diversity, equity and inclusion.
- Thrive in a collaborative, dynamic, and faithful learning community to develop curricula, lessons, and assessments.

Qualifications for this position

- Native or near-native fluency in Spanish.
- A deep knowledge of the Spanish language and Hispanic cultures.

- At least 3 years of Spanish teaching experience in secondary education.
- A desire to collaborate and integrate curriculum with other subjects.
- Familiarity with student-centered approaches to teaching language.
- Appreciation of teens and understanding of their developmental stages.
- Proficient with educational technology.

To Apply:

We encourage all qualified applicants to send a resume, a cover letter, and contact information for three references.

In the cover letter, please include the following:

- Briefly describe your teaching philosophy.
- Share at least one concrete way that you address various language modalities in your classroom lesson planning.
- Describe how student-centered teaching looks in your classroom and give examples from your teaching experience.

Position requires the candidate to be on campus for training and orientation near the start of August. School year begins Aug. 17, 2021, with training required the first week of August. Salary based on faculty salary scale, and commensurate with experience and education of the applicant. We will conduct interviews on a rolling basis.

Send resume and cover letter to:

Caroline Small, Assistant to the Assistant Head of School for Academics
csmall@mercyhsb.com

When emailing, use the subject line "SpanishPosition"

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)