



University School seeks an **Upper School Languages Department Chair / Languages Teacher** for the 2023-24 academic year.

The Upper School Languages Department Chair / Languages Teacher serves as the educational leader of the Languages department by setting a standard as an engaging classroom teacher, knowing well the curricular scope and sequence of the department, mentoring and observing faculty, creating positive relationships among department members, and joining the other department chairs in overseeing the educational practices and standards of the Uppers School. As a teacher of Languages (either Chinese, French, Latin, or Spanish), he or she prepares and implements daily lessons, assignments, and assessments. Outside of the classroom, the Department Chair / Teacher contributes to the larger life of the school and serves as an advisor to a small group of students. Interested individuals should submit a letter of interest, an up-to-date resume, transcript(s), and a list of references to Krystopher Perry, Dean of Faculty, at [kperry@us.edu](mailto:kperry@us.edu).

### **Responsibilities:**

As a Department Chair:

- Set a standard as an engaging classroom teacher who has boys develop as students, as an educator who has curiosity and expertise in their discipline, and as a professional who collaborates with colleagues and takes an interest in the division's entire educational program.
- Serve as an educational leader by knowing well the scope and sequence of their discipline, by joining other department chairs in overseeing the educational practices and standards of the Upper School, and by collaborating with Lower School and Upper School colleagues to promote current and best practices Jr. K-12
- Serve the department by mentoring new faculty, by taking an active interest in the professional growth of their colleagues, by observing classes regularly to promote the quality of teaching, and by creating relationships among department members characterized by professionalism, intellectual engagement, and good will.
- Act as an administrator for such annual duties as overseeing the department budget, holding regular department meetings, on occasion presenting to parent groups, evaluating faculty, participating in the recruitment of faculty, and assigning teachers to classes.

As a member of the faculty:

- Prepare and implement daily lessons
- Design and implement appropriate assignments and assessments
- Evaluate student work in a timely manner
- Assess student progress and complete progress reports
- Offer academic support to their students outside of class
- Communicate effectively and in a timely manner with students, parents, and faculty
- Constructively collaborate with departmental colleagues and engage in school conversations about best practices in subject-area instruction
- Serve as an advisor to a small group of students
- Contribute to the co-curricular life of the school outside the classroom
- Supervise non-academic activities including lunch, recess, study hall, and dismissal
- Collaborate with faculty, administration, and staff on experiential, interdisciplinary, and community-based opportunities that add to the division
- Support divisional and school-wide initiatives through committee work, where appropriate
- Other appropriate duties as assigned by the Division Director or Head of School



**Qualifications:**

- Bachelor's degree; Master's degree preferred
- Ability to teach Languages, either Chinese, French, Latin, Spanish
- Experience teaching Languages at the Middle and/or Upper School level
- Enthusiastic interest in teaching and mentoring Upper School students
- Effective communicator, both verbally and in writing
- Strong organizational skills
- A positive attitude and proven success in a work setting that requires collaboration, cooperation, and collegiality
- Flexibility, openness, and adaptability to varying and evolving responsibilities

University School inspires boys of promise to become young men of character who lead and serve. Our dedicated faculty, rigorous curriculum, and experiential programs foster intellectual, physical, creative, and moral excellence. University School is a diverse and inclusive community where each boy is known and loved.

*To provide equal employment opportunities to all individuals, employment decisions at University School will be based on merit, qualifications, and abilities. University School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.*

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