

## Upper/Middle School Latin Teacher

|                     |   |
|---------------------|---|
| <b>Job Title:</b>   | Latin Teacher                                   |
| <b>Department:</b>  | World Languages, Middle School and Upper School |
| <b>Reports to:</b>  | Head of Upper School                            |
| <b>FLSA Status:</b> | Exempt  |
| <b>PDS Status:</b>  | Faculty, full-time, benefited                   |

**Employment Opportunity:** Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,600 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

Providence Day School was recognized as one of North Carolina's 50 most family-friendly employers by Carolina Parenting, Inc., every year since 1999 until the award was discontinued in 2016. The award recognized employers for their initiatives in helping N.C. parents balance work and home life.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

Providence Day School's World Language TK-12 program is driven by the standards provided by the American Council on the Teaching of Foreign Languages (ACTFL). Our Lower School language program was nationally recognized in 2016 in receiving the Melba D. Woodruff Award for Exemplary Elementary Foreign Language Program.

This position is a part-time teaching position beginning August, 2019

**Responsibilities:** The Upper School Latin Teacher will report to the Head of Upper School and will be responsible for teaching a total of four to five classes/day to students in grades 6 -12. The teacher will also need to collaborate effectively with Latin faculty colleagues, as well as the World Language Department. In addition to the normal teaching responsibilities, this person will advise a group of 10 students, supervise a study hall for one semester, and perform periodic duty assignments (lunch, traffic, detention, etc.).

**Qualifications:** A bachelor's degree in Latin. Three years or more of direct teaching experience in Latin.

A master's degree is preferred but not required. Candidates should have a strong academic background and possess proficient technology skills. In addition, the candidate should have superb organizational skills, excellent verbal and written communication skills, and the ability to collaborate effectively as a team member. Preference will be given to candidates who have a working knowledge of the ACTFL proficiency standards (Latin) and who are dedicated to creating lessons and activities centered around the learner.

**Salary and Benefits:** Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage.

**Application Process:** Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to:

[PDS.LatinTeacher@providenceday.org](mailto:PDS.LatinTeacher@providenceday.org)

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).