THE HOCKADAY SCHOOL

Available Position:	**Upper School Latin Teacher**
Department:	Upper School
Reports to:	Head of Upper School
FLSA Classification:	Exempt (Salary)
Full/Part-time:	Full-time (10 months)
Date Posted:	May 16, 2023
Start Date:	August 2023

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation's largest prekindergarten through grade 12 independent girls' school. Ranked among the country's finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday's faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday's student body reflects the diversity that is deeply valued by the School.

Position Description:
The World Language Department at the Hockaday school encourages young women to understand the world through their own observations, guided inquiry, and effective application of a model-oriented mindset. This position will teach Latin classes to students in the Upper School. Opportunities to teach additional courses in the area of the person's expertise/interest will also be available.

Essential Functions:
- Teach up to five sections of Latin classes
- Ability to teach all levels of Latin courses from Latin I post-AP Latin to Upper School students
- Serve as an advisor to a group of Upper School students
- Develop and execute engaging lesson plans creating an environment which allows students to think critically and independently
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
- Effectively use technology in a way that expands class time and engages the class in the global community
- Communicate effectively with students, colleagues and parents
- Serve as an example to colleagues in manners of classroom management, teaching methods, and school procedures
- Other duties as assigned

Qualifications/Experience:

- Advanced degree in Latin, Classics, or related field is preferred
- Willingness and ability to teach advanced (AP-level or above) coursework as needed
- Teaching experience in Latin in a school setting
- Experience and interest in developing innovative uses of technology in the classroom as well as comfort with its administrative use
- Experience developing curriculum strongly preferred
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- Ability to teach students both in the classroom and online, as needed
- Commitment to being a supportive, respectful, and energetic colleague and mentor
- Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks.

Training:

- Participate in all requisite School trainings prior to the start of the school and throughout the School year
- Attend required staff development and training sessions throughout the year
- Attend periodic in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by Hockaday's Code of Ethics and Conduct
- Commit to the ideals expressed in Hockaday's Tenets of Faculty Excellence

Physical Requirements and Work Environment:

- Regularly works in standard office or classroom conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time; ability to observe students from various distances
- Frequently required to move around the office/classroom; works at a desk for extended periods of time
- Ability to occasionally move items weighing up to 30lbs. across the campus/classroom/office
- Ability to periodically support before and after-school or weekend events
- Ability to maintain appropriate boundaries with students, fellow staff and community members

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Application Requirements:

Qualified candidates should complete an online application for employment under "How to Apply" at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. **Contact recruitment@hockaday.org with any questions.**

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.