



The Island is our Classroom; the World is our Responsibility.
October 2021

Lower School Spanish Teacher

Contract Type: Teacher

Reports to: Dean of Lower School

POSITION DESCRIPTION:

Entrusted with the education of children, a GHCDs teacher promotes the best interests of the students within her/his charge, and collaborates with colleagues and the island community to further the school's mission and values and implement the school's mantra: "The Island is our Classroom, the World is our Responsibility."

The Lower School Spanish faculty member teaches Spanish to Nursery - 6th grade students in pull-out classes. Classes generally consist of approximately 5 -12 students in the ELC and 12 to 18 students in grades 1-6. ELC Spanish classes meet once per week, and Spanish classes for grades 1-6 meet two times per week. The Lower School Spanish teacher works collaboratively with colleagues, attends various faculty and committee meetings as required, and performs other duties as assigned.

ESSENTIAL JOB RESPONSIBILITIES:

1. Teaches Nursery - 6th grade Spanish. This is a full-time position. Faculty hours are generally 7:30 a.m. to 4 p.m., not including after-school activities and Tuesday faculty meetings.
2. Develops and teaches a well-balanced Spanish curriculum that introduces students to Spanish language and culture and intentionally develops student Spanish skills from one grade to the next.
3. Collaborates with Lower School teachers to integrate the study of Spanish with core class content. Collaborates with the Middle/Upper School Spanish teachers to review the Spanish curriculum, and make appropriate changes.
4. Offers after-school activities, generally one time per week, as assigned.
5. Provides prompt assessment feedback to students, and meets deadlines for the reporting of grades and comments.
6. Communicates student progress to parents using online grading software, email, phone calls, conferences, and other appropriate methods, as needed.
7. Responds promptly to communications from students, parents, and school personnel (generally within one full workday of receiving said communications).
8. Ensures an optimal classroom environment with clear and reasonable expectations for student conduct.
9. Adheres to the provisions of the GHCDs Employee Handbook.

10. Adheres to the high standards and the expectations of ethical behavior delineated by the National Association of Independent Schools' [Principles of Good Practice](#) (see links and section below).

Other Job Functions:

11. Performs other tasks and duties as required or assigned.

ESSENTIAL JOB REQUIREMENTS:

Education:

1. Bachelor's degree required. Master's degree preferred.
2. Continuing professional development in teaching and learning, child development, and/or related areas.

Experience:

1. At least three (3) years experience of teaching is preferred.
2. Prior teaching experience in Spanish preferred.

Required Skills and Attributes:

1. Knowledge of best practices for teaching students from Nursery to 6th grade.
2. Fluency in spoken and written Spanish.
3. Commitment to stay abreast of recent developments.
4. Strong organizational, oral communication, and written communication skills.
5. Ability to function well in a team and to work well with students, parents, and school personnel.
6. Creative and practical problem solving skills and strong interpersonal skills.
7. Flexible and can work with minimal supervision.
8. Integrity and good judgment.

Other Requirements:

1. Must be able to perform the physical duties of the position on the GHCDs campus.
2. Must demonstrate strong commitment to the mission and values of GHCDs.

PRINCIPLES OF GOOD PRACTICE (per NAIS):

As a member of the National Association of Independent Schools (NAIS), Good Hope Country Day School works to implement the spirit of the NAIS [Principles of Good Practice](#), which are focused on defining specific standards of professional conduct for various roles and positions within independent schools. Endorsed by the GHCDs Board of Trustees, the Principles of Good Practice are incorporated into the GHCDs Employee Handbook, and it is expected that employees follow the principles to the best of their ability. The following section is adapted from the Principles of Good Practice for [Teachers and Supervisors of Teachers](#).

1. The GHCDs teacher has a thorough knowledge appropriate for her/his teaching assignment and stays abreast of recent developments in the field.

2. The GHCDS teacher uses a variety of teaching techniques suitable to the age and needs of her/his students and the subject matter being taught.
3. The GHCDS teacher establishes positive relationships with students, which, while recognizing the differing roles of adult and child, are characterized by mutual respect and good will.
4. The GHCDS teacher collaborates with colleagues and the school's leadership in the design and implementation of curriculum within the context of GHCDS's overall program and mission.
5. The GHCDS teacher initiates growth and change in her/his own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.
6. The GHCDS teacher is self-aware and self-monitoring in identifying and solving student, curricular, and school challenges. At the same time, the teacher knows GHCDS's mission and policies and, when questions or concerns arise, raises them with appropriate colleagues and supervisors.
7. The GHCDS teacher follows the Principles of Good Practice as a student adviser, club advisor, activity sponsor, and/or coach, as well as in all other activities related to her/his work at GHCDS.
8. The GHCDS teacher participates in the establishment and maintenance of an atmosphere of collegial support and adherence to professional standards.
9. The GHCDS teacher welcomes supervision in the context of clearly defined and well communicated criteria of evaluation.
10. The GHCDS teacher models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender diversity.

Several other sections of the Principles of Good Practice are relevant for the GHCDS Lower School Teacher:

1. [Educating for Global Citizenship and International Mindedness](#)
2. [Elementary School Educators](#)

ABOUT GOOD HOPE COUNTRY DAY SCHOOL:

Mission and Values:

Founded in 1964, Good Hope Country Day School is a 270-student, Nursery-12th grade, coeducational, nonsectarian independent school located on St. Croix, U.S Virgin Islands.

The school's mission is to "cultivate reflective, creative, and compassionate students who are critical thinkers prepared to excel in college and empowered to better their island and the world." The school's four key values are: Integrity, Respect, Scholarship, and Citizenship, and its mantra is "The Island is our Classroom, the World is our Responsibility." Learn more at www.ghcde.org.

School Philosophy:

Good Hope Country Day School is committed to providing an outstanding education that recognizes the uniqueness of each child. Our comprehensive program balances academics, physical education, expressive arts, technology, and extracurricular and community service opportunities — on campus, across St. Croix, and beyond. We also strive to develop each student's social, emotional and physical well-being. Our experienced faculty members employ a variety of instructional approaches and model a desire for lifelong learning.

GHCDS values individual differences in our diverse, multicultural community. Our school also seeks to incorporate the amazing natural, historic, and other resources of St. Croix into our programs.

The school encourages active parent involvement to support and enrich school programs. We are committed to an on-going process of strategic planning to ensure continuous improvement across programs and divisions.

Accreditation:

Good Hope Country Day School is accredited by the Middle States Association of Colleges and Schools, the primary accreditation association for both private and public schools in a region that includes the eastern United States and the Caribbean.

Non-Discriminatory Practices:

Good Hope Country Day School is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, gender, color, age, creed, national origin, marital status, sexual orientation, gender identity or disability, or any other reason set forth in USVI or federal non-discrimination requirements, if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary.

Job Descriptions:

This job description is not intended to be all-inclusive. Employees may perform other related duties as requested to meet the ongoing needs of the school. The Head of School may make changes in job descriptions and job titles from time to time, according to the needs of the institution.

Start Date:

The position will begin Monday, Nov. 29, 2021, and will continue until the conclusion of the school year in June 2022. The current teacher, who is relocating to the States, has indicated she is available in December to help the new teacher acclimate to the position, as needed. [The calendar for the 2021-22 school year may be found here.](#)

Compensation:

GHCDs teaching salaries currently range from \$30,000 (first-year teacher with bachelor's degree) to \$55,000 (highly experienced teacher with advanced degree(s)). Some responsibilities come with a stipend if they fall outside of school hours.

How to Apply:

Interested candidates should send a cover letter, resume, and list of three references and/or letters of reference, to [Julie Crisler](#), Lower School Dean. The application deadline is Nov. 1; the deadline may be extended if necessary.

Good Hope Country Day School abides by the spirit of the [Hiring Process delineated in the National Association of Independent Schools \(NAIS\) Principles of Good Practice](#) and requires that applicants for all job openings follow these principles. GHCDs requires that applicants submit an accurate and truthful job application, including a complete account of the candidate's educational and employment history.