

# NANSEMOND - SUFFOLK ACADEMY

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**POSITION TITLE:** Upper School Spanish Teacher  
**DIVISION:** Upper School  
**REPORTS TO:** Head of Upper School  
**FLSA:** Full-time, Exempt  
**TERM:** 10 Months

## **School Overview:**

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 170 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

## **Job Summary:**

We are currently seeking a positive, enthusiastic, and proactive educator, with a passion for working with adolescents and supporting them in developing a high level of proficiency in Spanish including all levels of Spanish. This position requires collaborative work with faculty in and out of the World Languages Department. We seek candidates who possess the following education, experience, capabilities and qualities:

## **Essential Functions:**

- Demonstrate a willingness to engage students in developing solid skills in speaking, reading and writing Spanish for comprehension, communication, appreciation and interpretation.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences and lead to the development of those skills identified as being critical for living in the 21st century.
- Identify and select different instructional resources and methods to meet students' varying needs
- Lead students to develop critical thinking and process skills.
- Familiarize students to the culture and history of the Spanish-speaking world.
- Possess specific knowledge of the structure and content of the Spanish language including the meaning and spelling of words, rules of composition and grammar.
- Utilize technology to facilitate instruction and enhance learning.
- Participate in departmental level, divisional and whole school meetings and professional development activities.
- Advise 8-12 students, holding conferences with students and parents and communicating with families.
- Perform additional duties as assigned by the Head of Upper School.
- Act as leader and liaison for Spanish exchange program (currently Pursue Languages) for 5 - 10 Spanish students. This includes finding host families, mentoring Spanish students, communicating with all involved parties, and working with administration to create a future reciprocal exchange with schools in Spain.

## **Required Education/Background:**

- Bachelor's degree in Spanish or Education.
- 1–5 years of relevant teaching experience preferred with student-centered pedagogy.
- Current teaching certification in the state of Virginia, preferred, but not required.
- Technology proficiency is essential including use of Google Educational Apps and Blackbaud, and

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the use of Smart and digital projectors, preferably in an Apple environment. Proficiency with Microsoft Office Suite is preferred, but not required.

- Familiar with 21st Century Skills, possesses a student-centered outlook, effective in integrating technology into the classroom.
- Ability to teach in-person or virtually, as needed.

## **Required Skills:**

- Possesses a student-centered outlook.
- Understanding the needs of students in a challenging academic independent school environment.
- Ability to collaborate effectively with other World Language teachers and ensure cohesion of the program across divisions.
- Understands the mission of the school and the need to focus on the education of the whole child.
- Takes initiative and is self-motivated.
- Values parents as a vital resource in educating a child.
- Represents the school positively in the community.
- Excellent organizational skills and communication skills, both written and oral.
- Understand the critical nature of building positive working relationships with students, parents and colleagues.
- Work collaboratively not only with teachers within the department but also school-wide.

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, at [athompson@nsacademy.org](mailto:athompson@nsacademy.org), for further consideration. Salary commensurate with experience.

*At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.*