

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Middle School Latin Teacher
DEPARTMENT: Middle School
REPORTS TO : Head of Middle
FLSA: 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 800 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

This individual will be responsible for teaching Latin in the Middle School. This person shall possess extensive knowledge and teaching experience, preferably in an independent school environment. This position will report directly to the Head of Middle School.

Essential Functions:

- Plan, prepare and deliver creative and effective instructional and interactive lesson plans that lead to active learning experiences and enhance a student's knowledge of the Latin language and related cultures.
- Create assignments and projects to build upon a student's knowledge of ancient Roman culture, classical literature, philosophy and art.
- Identify and select different instructional resources and methods to meet students' varying learning styles.
- Lead students to develop critical thinking and process skills.
- Collaborate and plan on a regular basis with the other colleagues.
- Utilize technology to facilitate instruction and enhance learning.
- Participate in department level, divisional and whole school meetings and professional development activities.
- Advise a small group of students, holding conferences with students and parents and communicate with families.
- Provide time to mentor, tutor and assist students who may need extra help.
- Grade papers, projects and post grades in a timely manner.
- Serve as an Advisor in the Advisory Program.
- Hold conference with parents regarding a student's progress in the classroom.
- Ability to teach virtually via Zoom, Google Hangouts or other virtual learning technology applications to provide educational services via remote learning for a reasonable time should the school be closed for an extended period of time as a result of an unforeseen event (i.e. pandemic, pervasive health emergency or other catastrophe out of the control of the school).
- Perform additional duties as assigned by the Head of Middle School.

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Required Education/Background:

- A bachelor's degree in Latin, Education or related field, Master's degree and current teaching certification in the State of Virginia preferred.
- Accomplished teacher with student-centered pedagogy.
- Current teaching certification in the State of Virginia preferred, but not required.
- Technology proficiency is essential including use of Microsoft Word, Excel and PowerPoint and the use of SmartBoards and digital projectors preferably in an Apple environment. Proficiency with G Suite for Education and Blackbaud preferred, but not required.
- Effective in integrating technology into the classroom to enhance learning.
- 1 – 5 years teaching experience preferred.

Required Skills:

- Familiarity with teaching 21st Century and possesses a student centered outlook.
- Understanding of 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, and discounted faculty meals during the school year. Qualified applicants shall submit a resume with references and a cover letter explaining their interest in and qualifications for this position to Amy Morrell, Executive Administrator, Office of the Head of School, amorrell@nsacademy.org, for further consideration.

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