

## **Job Description**

Candidates for this position should be prepared to teach sections of Middle and Upper School Japanese classes in line with the established curriculum and school goals.

### **Duties and Responsibilities:**

- Work with World Language colleagues to foster an enthusiastic environment for learning.
- Make regular assessments of, and report regularly on, student achievement and progress using both formative and summative assessments through PowerSchool Learning, the school's learning management system. This will also include maintaining a gradebook and calendar of assignments on the platform.
- Write narrative comments and interim reports.
- Meet with the Teaching and Learning Coordinator and assigned Mentor regularly to assess progress.
- Communicate and meet with parents, as necessary, to discuss the progress of their children.
- Be available for scheduled extra help at least one time per week.
- Attend all Middle and Upper School faculty meetings and World Language Department meetings, attend New Teacher Orientation and Opening Meetings, participate in related professional development activities and events.
- Act as an Advisor in the Middle or Upper School.

### **Additional Responsibilities May Include:**

- Proctoring study halls, lunch duty, and morning duty.
- Attending school field trips, including overnight trips.
- Monitoring hallways and stairwells.

### **Qualifications:**

- Strong preference will be given to candidates who are **Native Japanese Speakers**, as well as those with fluency in other languages.
- Experience or demonstrated interest in teaching foreign languages to students from grades 6-12.
- Knowledge of best practices in language pedagogy and second language acquisition.
- Bachelor's degree required. Relevant advanced degrees preferred.
- Energy and passion for teaching languages.
- Demonstrated background of engaging with and adapting to diverse learners, creating developmentally-appropriate and varied activities.
- Eagerness to work with diverse, flexible, and collaborative colleagues.

Please send resume and cover letter to:

Lori Kennedy, Director of Middle School, [lkennedy@gbwl.org](mailto:lkennedy@gbwl.org)  
Curtis March, Director of Upper School, [cmarch@gbwl.org](mailto:cmarch@gbwl.org)