Upper School World Language Teacher

Dedicated to excellence in academics, the development of faith, and an emphasis on the whole child, Oak Knoll, a member of the Holy Child Network of Schools, offers a premier college preparatory program for girls in its grades 7–12 Upper School. For a position to begin in August 2021, Oak Knoll is seeking a dynamic and collaborative World Language teacher to join the department in the instruction of Spanish. Experience or ability to teach an additional language, (French or Latin) is a plus.

Key Responsibilities:

- Have the content knowledge and intellectual flexibility to teach all levels of Spanish, from introductory through advanced to students in grades 7-11
- Plan, prepare, and deliver innovative and rigorous instructional content
- Collaborate in the evaluation and design of World Language department curriculum
- Use and adapt to a wide array of technology to deliver instruction and as tools to support and deepen student learning
- Serve as an advisor to a small group of students
- Work collaboratively with a team of faculty, colleagues, administrators, and parents
- Ensure timely communication with parents on issues concerning students’ learning needs
- Participate in Parent-Teacher conferences
- Maintain accurate student records such as grades and comments and communicate such data in accordance with the academic calendar and School expectations
- Collaborate with Lower School World Language department to ensure curricular alignment
- Engage in continuing professional development
- Know how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of mind, brain and education science when teaching, developing curriculum, and assessing student learning
- Participate fully in the life of the Upper School, including attending faculty meetings and inservice
- Perform other duties as assigned by, and in support of, the Division Head and Head of School
- Report to the World Language Department Chair

Qualifications

- 3+ years teaching experience
- Dual language candidates preferred, Primary language Spanish ability/flexibility to teach Latin or French in addition to Spanish.
- Bachelor’s degree required; Master’s degree preferred (degrees in related subject matter)
- A commitment to girls’ education and to the educational mission of the Catholic Church through the philosophy and spirituality of Cornelia Connelly
• Ability to demonstrate growth mindset, optimism, and belief that all students can learn required
• Ability to innovate and think creatively about education
• Ability to use and adapt to a wide array of technology as tools to support and deepen student learning and instruction
• Ability and willingness to teach both in person and utilizing online/distance learning platforms
• Ability to be a practitioner of diversity, equity and inclusion
• Ability to make contributions to the School outside one’s academic department, including to club and advisory programs
• Excellent interpersonal communication skills (oral and written), organizational, problem solving, and interpersonal skills
• Highly collaborative and self-motivated
• Commitment to professional development
• Willingness to engage in all aspects of the Oak Knoll community while promoting and supporting the OKS mission, vision, and values
• Uphold the School’s professional standards including punctuality, courtesy and discretion

About Oak Knoll
Founded in 1924 by the Sisters of the Holy Child Jesus, Oak Knoll is a Catholic, independent day school with a coeducational Lower School (K-6) and an all-girls Upper School (7-12). As a member of the Holy Child Network, Oak Knoll is grounded in the educational philosophy of Cornelia Connelly, who valued the growth of the whole child “in all learning and all virtues.” Located on 11 acres in suburban Summit, NJ, Oak Knoll is recognized as a top-rated institution in an area that values education. Oak Knoll draws from more than 65 surrounding communities. There are 325 girls enrolled in the Upper School, with 192 children in the Lower School. While the student body is predominantly Catholic, Oak Knoll welcomes children, as well as faculty and staff, of all faiths.

To apply, please send a cover letter, resume, and contact information for three references to UpperSchoolJobs@OakKnoll.org.