



# WILLOWS ACADEMY

**Open Position:** Spanish Teacher  
**Reports to:** Assistant Head of School  
**Member of:** World Language Faculty

**Start Date:** August 11, 2025

## **Duties:**

Willows seeks a candidate to teach Spanish at the high school level. This full-time position requires background and expertise in Spanish language, grammar, and culture and experience and/or potential to teach Spanish I-IV and AP Spanish. Candidates should have a passion for engaging girls in world language and culture and be able to contribute to a strong Spanish program and World Language department.

## **World Language Department Philosophy:**

The World Languages Department offers modern romance languages (French and Spanish) as well as the opportunity to independently study Greek or Latin. As students become proficient in second language skills, they acquire grammar, pronunciation, reading and writing skills, and an awareness of cultural nuances that will allow them to successfully communicate in a globally connected world. Students will develop an understanding of and appreciation for different cultures while examining their own social and cultural milieux with a fresh perspective. The study of a world language is a progressive experience and implies progressive acquisition of linguistic skills. Reading, writing, speaking, and listening are emphasized. Introductory Latin is an elective for any high school student.

## **Application process:**

Please submit cover letter expressing interest in a particular position and resume to [employment@willowsacademy.org](mailto:employment@willowsacademy.org)

## **Teaching at Willows**

### **School Context and Mission:**

Willows Academy challenges young women to transform society for the good. In partnership with parents, we facilitate the development of their character, intellect, and love of God. Guided by the teachings of the Catholic Church, we focus on providing a rigorous liberal arts curriculum, personalized mentoring, and vibrant student life.



# WILLOWS ACADEMY

## What Willows Offers

1. An authentically Catholic school that supports traditional values.
2. A joyful, welcoming, all-girl environment with measurable social and learning benefits.
3. A strong partnership with parents, where parents are supported as the primary educators of their daughters.
4. A personalized experience with one-on-one monthly mentoring, small class sizes, and vibrant student life programs in athletics, performing arts, clubs, and co-curriculars.
5. An integrated educational approach uniting a rigorous liberal arts curriculum with faith, character and personal formation.
6. A tradition of excellence, our graduates consistently attend some of the best universities in America and our graduates were awarded \$8 million in scholarships last year.

## Portrait of a Willows Teacher

A Willows teacher:

- Reflects on teaching practice to make instruction meaningful and engaging for students.
- Partners with parents as students' primary educators.
- Strives to educate the whole person in and out of the classroom.
- Works with optimism and professionalism.
- Contributes to a collegial, professional learning community.

## Teacher Responsibilities:

- Use professional expertise to develop unit and lesson plans aligned with the course description and department mission.
- Design formative and summative assessments that show evidence of student understanding and offer feedback for students to grow.
- Establish a classroom culture of respect, rapport, and love of learning.
- Supervise 2-3 study hall periods during the week.
- Work closely with department head(s) and dean(s) to make curricular decisions and address student needs.
- Participate in school sponsored professional development and mentoring including regular department meetings, grade level meetings, and faculty



# WILLOWS ACADEMY

inservice days. Additional support for outside professional development is available.

- Communicate with parents at Back-to-School Night, Parent-Teacher Conferences, and via email, phone, or in-person meetings.
- Serve as a mentor to 3-5 students.
- Collaborate with a teacher team to lead a homeroom.
- Participate in school traditions.
- Teachers are welcome to further support student life as club moderators and sports coaches.
- Support admissions office with school visitors and open houses.
- Uphold school policies and perform other job responsibilities as requested.

## **Teacher Qualifications:**

According to its mission and vision, Willows Academy is an all-female teaching and learning environment. The applicant must hold at least a bachelor's degree; master's degree and teaching certification in the subject area is preferred.

Applicants will be chosen based on their in-depth understanding and commitment to the school's vision and mission; on their ability to work closely and communicate successfully with individual students/parents/coworkers; on their degree of subject matter expertise; and on their breadth and flexibility of instructional strategies.

## **Benefits:**

Salary commensurate with experience and educational qualifications. Full time employees are eligible for medical, dental, and vision insurance in addition to long-term disability, short-term disability, and life insurance.

## **See Willows in Action:**

[Willows Website](#)

[You Belong Here Video](#)

[Willows on Fox 32 Pep Rally Friday](#)