Spanish Teacher - Leave Coverage

Ursuline Academy, an independent Catholic school for girls in grades 7–12 located in Dedham, MA, is seeking a Spanish Teacher to cover a family leave for the first marking period, August 31 - November 6, 2026. The ideal candidate will be highly proficient in Spanish and capable of delivering engaging instruction across middle and high school levels. The candidate should demonstrate a strong communicative approach to language teaching, experience with Google Classroom, and the ability to maintain accurate and up-to-date student records. Flexibility, optimism, a collaborative and professional spirit, excellent communication skills, and a commitment to Catholic education are essential.

ESSENTIAL FUNCTIONS

- Teach Spanish 7 (1 section), Spanish 8 (1 section), and Spanish III (3 sections)
- Implement and follow the provided unit plans, lesson materials, and pacing guides.
- Maintain academic continuity in grammar, translation, and cultural content
- Manage classroom environments and foster a positive, inclusive learning atmosphere.
- Assess student progress, grade assignments, and maintain clear communication with students and parents.
- Attending relevant meetings or field trips, if applicable
- Completing student feedback and grade reporting

REQUIREMENTS

- Bachelor's degree in Spanish, or related field required; advanced degree preferred
- Proven fluency in Spanish (speaking, reading, and writing).
- Previous experience teaching middle or high school Spanish.
- Strong classroom management and organizational skills.
- Ability to seamlessly step into an established classroom and maintain continuity for students.
- Commitment to Ursuline Academy's mission as a Catholic, all-girls school

Working Environment

This position is based on campus and involves daily work in classroom settings. The role requires regular interaction with students, faculty, and families, as well as participation in meetings, school events, and occasional evening or weekend commitments. Teachers must be comfortable working with computers and materials in accordance with established protocols and able to manage a dynamic, student-centered learning environment.

Compensation: $12,000 - $18,000

This is a temporary position. The salary range represents the established compensation parameters for this role. Placement within the range is based on years of experience, qualifications, and internal equity to ensure consistent and equitable compensation.

Application Instructions

Ursuline Academy invites interested candidates to submit a resume, statement of interest, teaching philosophy, and a list of professional references to careers@ursulineacademy.net. Please include "Spanish Teacher Sub" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.