

## UPPER SCHOOL LATIN TEACHER

Job Description



**Employee Type:** Part-time or Full-time

**Date Prepared:** 2/7/2024

**Reports To:** Principal

**OVERVIEW:** The Upper School Latin Teacher provides Latin language instruction to Logic School (Middle School) and Rhetoric (High School) students as the foundation for a robust classical education and future language learning. He/she works collaboratively with the Principal and Upper School teaching team to build a vibrant educational program at Augustine Classical Academy. He/she animates ACA's mission and the Latin language by delivering engaging lessons, integrating the Christian faith and learning, building a partnership with families, and growing professionally in a community of fellow learners. The ideal candidate is someone who has three to five years of experience teaching in a classical school, and can teach in a variety of curricular areas.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Latin Instruction

- Facilitate core Latin courses for Logic and Rhetoric School students.
- Design and facilitate an advanced elective Latin course for 11th and 12th grade students.
- Provide additional strategies and resources for struggling students; provide additional resources for gifted/advanced students.
- Maintain a clean, orderly, joyful learning environment at all times.
- Grade and return all student work within one week of its original submission.
- Participate in regular (monthly, unless otherwise specified) teacher-curriculum meetings.
- Participate in ACA's Master Teacher Development program or other required staff development; attend staff development and in-service meetings.
- Provide grade-specific and Latin-specific feedback to ACA administration.

#### Partnership with Parents

- Participate in parent-related special events throughout the year (e.g., Exordium, Speech Meet).
- Maintain regular communication with parents through weekly updates, progress reports, parent-teacher conferences, and informal interactions.
- Respond to parent communications in a timely manner.
- Strive to resolve any parental concerns.
- Learn parent names and greet parents personally as opportunity presents.

#### Support of ACA Mission, Culture and Teaching Efforts

- Model school values and culture; lead by example.
- Cultivate a solutions-oriented outlook, a mentality of proactive action rather than reaction, a balance of excellence and grace, and a demeanor that glorifies God.
- Cultivate camaraderie and team-building with fellow employees.

### ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor's degree (minimum); Master's degree preferred
- Ability to commit to ACA mission, statement of faith, and employee standards of conduct
- Three or more years of classroom teaching experience
- Familiarity with Classical Christian education (preferred) and willingness to be trained in classical Christian educational model
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Ability to work well with children, staff, and parents

#### **SALARY AND BENEFITS**

- \$45,000-60,000 (full-time) annual salary depending on experience and qualifications; Part-time salary depends on course load
- PTO: four full days per year (in addition to days the school is closed)
- Sick Leave: five full days per year
- Partially sponsored health and dental insurance plans
- Reduced ACA tuition for dependents
- Employee Continuing Education Tuition Benefit with Colorado Christian University