



## **Position: French Teacher (Elementary) and Director of French Curriculum**

2019-20 School Year

Full time

Position starts on August 1, 2019

Monday-Friday, 8am to 4pm (plus weekly meetings and events). School follows Seattle Public School calendar for breaks/holidays.

Salary is dependent on experience and qualifications; benefits (health, dental, vision, retirement) are available.

We are seeking a **full-time teacher and French curriculum director** who:

- Demonstrates fluency in French
- is interested in working in a bilingual French/English setting (experience working in bilingual schools needed)
- has experience with children aged 5-10
- enjoys collaborating on curriculum and teaching practices
- is adaptable, flexible, innovative and creative
- is excited to participate in the development of a young school
- is experienced with cross-cultural communication (has lived abroad and/or studied a foreign language)

**Responsibilities** include but are not limited to:

- Master the curriculum and all programs in French
- Work with the students individually or in group
- Co-work with English teacher to implement activities, special projects in the classrooms on a regular basis
- Prepare educational materials required to implement the daily lesson plan including photocopying, material planning, placing orders of supplies, books and other materials with board approval
- Prepare written lesson plans and conduct daily activities for children in a safe environment
- Work with other teachers in the planning of field trips
- Supervise the children on the field trips
- Participate in supervising free play and outdoor play
- Participate in professional development opportunities set forth by the Head of School
- Teacher is expected to check email twice daily, once in the morning before the start of classes and once again before the end of the school day, to ensure good communication. Teacher is expected to respond to parent and administrator emails within 24 hours for non-emergencies.
- Manages, mentors and helps French teachers in their daily activities, planning and classroom management
- Is responsible for teachers' observations and performance evaluation
- Interviews potential candidates and is responsible for hiring French teachers



- Organized and leads Professional Development opportunities for teachers during Prep Week and In-Service days

**Qualifications:**

The teacher must hold a teaching certificate and/or have a degree in education and have a strong knowledge of children development and school programs. The teacher must have a minimum of 6 years experience, 3 years experience in a bilingual school and be native in the language of instruction. In addition the teacher must have:

- very strong organizational and communication skills
- strong classroom management skills
- the ability to work individually and as a member of a team
- be detail oriented
- solid flexibility and ability to adapt
- exhibit leadership and problem solving skills
- be passionate about providing the best education to all children
- ability to adjust his/her teaching style to each child's need
- teacher must have attended a first aid/CPR class
- Experience in a bilingual school is a plus

To apply, please send a cover letter, resume and three professional references to [positions@northseattlefrenchschool.com](mailto:positions@northseattlefrenchschool.com)

Applications that do not include these requested items will not be considered. No phone calls.