

Waring School: French Department Chair/Teacher 2020-2021

Waring School, a 6-12 liberal arts high school on the North Shore, seeks a part-time French Teacher and French Department Chair (approximately 70%, 28 hours/weekly, 10 months/year: 3 four-period classes per week plus Chair/administrative work).

Waring is a small community of motivated and eager learners. French, the language of Waring's founding family, is the long-time sole foreign language of study, bolstered by a "never in English" immersive program and pedagogy and travel program that includes a month-long homestay exchange with Nantes (in 2021, continuing a long-time program in Angers).

Although this is a part-time position, being part of the Waring community is desirable and enhanced by participation in ancillary aspects of the program (Camping Trip, All-School Meeting) as reasonable. Time and days would align with the teacher vacation schedule with appropriate prep as needed.

French fluency is required, with native fluency preferred. A BA or equivalent is required and an advanced degree is preferred.

The ideal candidate is a passionate teacher, a fluent French-speaker and francophile, has experience and expertise in teaching French to American students, and in teaching French solely in the target language of French. The ideal candidate is able to teach French at all levels, from beginners to advanced (including AP). In fulfilling the Department Chair role, the ideal candidate has experience leading and managing teams, giving professional feedback, and knows the world of secondary education, attends educator conferences and is well connected in the French/language organizations, such as the Consulate.

Waring School offers salary commensurate with experience and excellent benefits. As an equal opportunity employer, Waring seeks to increase the diversity of the community and is committed to maintaining an equitable and fulfilling workplace environment.

Waring School Department Chair Job Description

Department Chairs oversee the development and implementation of the Waring School program in their department, reporting to the Associate Head of School. All responsibilities are to be carried out with the input of the appropriate department faculty, and in consultation with the Associate Head of School. The Associate Head carries out his or her responsibilities with the input of the appropriate department chairs, faculty, or administrators but is responsible to the Head of School, who has final responsibility for all decisions regarding program and faculty.

I. Department Program Oversight

- Oversees program development and implementation in cooperation with the Associate Head.
- Serves as member of the Area Chairs and Department Chairs (AC and DC) groups.
- Promotes effective functioning of the whole program through active participation in the Area/Department Chairs meetings.
- Gives input to the school schedule, and classroom assignments, in cooperation with the other members of the Area Chairs under the leadership of the Associate Head of School.
- Working with the Registrar, and in cooperation with the Associate Head, oversees the creation, and maintenance, of all class lists for the department.
- Working with the Registrar, and in cooperation with the Associate Head, oversees production of course descriptions and other materials descriptive of the department's program.
- In consultation with the Associate Head, plans the department's course offerings and makes recommendations to the Associate Head as to department staffing needs.
- Brings special requests from the department, such as field trips and play dates, to the Area Chairs/Department Chairs for consideration.
- Advises Head of School and Associate Head on hiring of new faculty.
- Specific to the French Department:
 - Oversees the *Grand Concours* test annually
 - Oversees/coordinates the *Concours de poésie*
 - Works with the Math Department Chair/Associate Head of School to coordinate levels in French/Math blocks (which meet concurrently)
 - Oversees/Coordinates French Department All-School Meetings, including traditional "French Skit" meetings
 - Oversees francophone travel, working with the French Exchange (Nantes) Director to ensure successful trips as well as with the Montreal and Junior Trip Coordinators as appropriate
 - Promotes the study and love of the French language and the Francophone world at Waring, including serving on Admissions panels (and the like) as appropriate
 - Occasionally organizes guest speakers to present to or perform for the student body

II. Faculty Oversight/Evaluation & Development Within the Department

- Promotes effective communication within the department through such means as department meetings and regular email communication.
- Promotes effective communication between the department and the Area Chairs/Department Chairs.
- Brings program initiatives and changes to the attention of their department and works to secure full comprehension, investment, and cooperation with these initiatives and changes.

- Brings ideas for program initiatives and changes to the attention of the AC.
- Oversees teacher evaluation in collaboration with the Associate Head.
- Administers disbursement of department funds.
- Approves disbursement of professional development funds through Faculty Development Accounts.
- Makes recommendations to the Associate Head for professional development opportunities, including the use of professional development funds not included in Faculty Development Accounts.
- Works with the Associate Head in the mentoring of new teachers.
- Works with the Associate Head in covering for absent teachers.

III. General

- Fulfills additional responsibilities as designated by the Head of School or Associate Head.
- Works with the Associate Head to lead Departmental Reviews. (See Department Review Process documents.)

Salary is commensurate with experience. Comprehensive benefits package included, including retirement plan with match, health, dental, vision and life insurance, and Waring 50% tuition remission for dependent children after one year of service. Six weeks paid vacation time includes one week during December break, one week during spring break, and four weeks in the summer.

Application Process:

Applications accepted until May 1, 2020. To apply for this position, please submit a cover letter and resume to:

Tim Bakland, Head of School

Waring School

35 Standley Street

Beverly, MA 01915

Email: tbakland@waringschool.org

Waring School is an Equal Opportunity Employer.