



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: Spanish Substitute Teacher

Saint Ann's School, an independent, non-sectarian day school, is seeking a Spanish substitute teacher for middle and high school courses. We seek a passionate, inspiring, and energetic linguist with native or near-native fluency in Spanish. Our students expect to have a teacher who knows and loves languages and can share their passion with them.

Substitute teachers are asked to cover classes from beginner to advanced levels (students begin their foreign language study in the 7th grade) and to implement a variety of lesson plans designed by class teachers, the Romance Languages Coordinator, or the Chair. Substitute teachers are assigned to classes depending on the department's daily operational needs. Historically, substitute teachers are called upon to cover a few periods a day or to fill in for short-term teacher absences. Availability and flexibility to take up assignments on short notice are a must. Payment is by the hour.

Substitute teachers at Saint Ann's must be committed to working with students from diverse backgrounds, meeting the individual needs of students, and investing in the School's ongoing work on diversity, equity, and inclusion.

Although substitute teaching doesn't carry evaluation responsibilities, it is important for candidates to know how assessment works in the classroom. At Saint Ann's, we do not give grades. Instead, twice a year, teachers write reports on each student's progress. Reports are a holistic description of a student's work over the course of the semester and include anecdotes, descriptions of a child's progress with a particular skill, and the development of their understanding of the subject material. Report writing is intrinsic to how we understand our students, and teachers find it more rewarding and satisfying than giving grades.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and approximately 1100 students, Saint Ann's is



among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

The responsibilities of a specialized substitute teacher in Spanish are:

- Substituting for Spanish classes, from beginners to advanced levels (7th-12th grades), including conversation, culture, and literature classes.
- Implementing lesson plans as instructed by the Romance Languages Coordinator or the Chair.
- Taking attendance of students
- Reporting to the Chair and the Romance Languages Coordinator in a timely and accurate manner about classroom situations and students' performance.
- Communicate professionally and compassionately with students, colleagues, and administrators.
- Participating in meetings as needed or mandated by school policy.

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Native or near-native fluency in Spanish
- Bachelor's degree
- Experience working with children in teaching positions. (Some experience working with students with special needs is a plus.)
- Ability to work with children and adults of diverse backgrounds
- Creativity and flexibility in conveying complex ideas to students of all levels
- Ability to listen carefully and respond thoughtfully to children of a variety of ages
- A strong desire to teach middle and high school students



COMPENSATION

This is a part time, as needed substitute teaching position with an hourly rate of \$60.00.

TO APPLY

Interested candidates should submit their cover letter and resume to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date on or after September 3, 2026 on an as-needed basis.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School hires employees of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to employees at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.