



The Bolles School

UPPER SCHOOL WORLD LANGUAGE
TEACHER - LATIN

📍 Jacksonville, Florida

The Bolles School, a Northeast Florida independent college preparatory day and boarding school founded in 1933, has long been known as one of the top educational institutions in the country. This prominence is rooted in an enduring All Things Possible™ mindset that encourages students to discover their strengths and excel in them throughout their Bolles experience. The Bolles School motto is 'pursuing excellence through integrity, courage and compassion.' Bolles proudly employs over 400 full time, part time and seasonal faculty, staff, coaches, and administrators. Serving over 1,700 students on our four campuses in Grades Pre-K through 12, Bolles has a rich history in tradition and achievement that extends to our hiring practices and the professionalism and respect garnered in the independent school community.

Start Date: August 1, 2024



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Upper School represents the culmination of all which Bolles offers in educational excellence and college preparation. A highly committed faculty, consisting of teachers who are recognized as educational leaders in their subjects, presents a curriculum which promotes individual motivation and makes learning a stimulating experience. Within this accelerated academic environment, there are stirring moments of discovery and victories over difficult assignments. Each student is offered the opportunity to excel in some way by exploring personal interests and abilities. Challenging each student to feel that level of personal satisfaction is the goal of those involved in Upper School teaching.

The Upper School curriculum is designed to prepare each student for college and beyond. All classes are taught in a demanding but exciting environment that refines the skills of each student. Honors classes and the Advanced Placement Program encourage students to reach the highest level of their abilities while allowing students to receive advanced placement and/or college credits.

The Bolles School searches worldwide for teachers who demonstrate experience in their field of study.



POSITION PURPOSE:

We are seeking a passionate and experienced Latin teacher to join our World Language Department. The ideal candidate will possess a deep knowledge of Latin language and Roman culture, and a commitment to fostering a dynamic learning environment that promotes enthusiasm for classical languages among upper school students.

ESSENTIAL FUNCTIONS:

- Teach Latin courses to students from grades 9 through 12, encompassing beginner to advanced levels.
- Develop curriculum and prepare lesson plans that engage and challenge students, incorporating a variety of teaching methods to accommodate different learning styles.
- Evaluate and assess student progress and adapt instructional methods to meet the needs of each student.
- Promote an appreciation for the historical and cultural significance of the Latin language and Roman civilization.
- Communicate course expectations.
- Keep current on trends in Latin education. Participate in workshops, conferences, and training sessions to continuously enhance instructional skills.
- Evaluate students' performance through graded assignments, exams, and projects, providing constructive and timely feedback.
- Monitor and adjust teaching methods to meet the diverse needs of students. Implement strategies to support struggling students and challenge advanced learners.

- Communicate with parents or guardians to provide updates on students' progress, discuss any concerns, and participate in parent-teacher conferences.
- Maintain a positive and inclusive learning environment. Manage classroom behavior and address disciplinary issues when necessary.
- Foster positive communication among parents, advisors, colleagues, and students.
- Engage in extracurricular activities with fellow colleagues and students.
- Collaborate with other world language teachers and department members to enhance interdisciplinary learning.
- Participate in department meetings, school functions, and professional development sessions.
- Serve as a mentor and advisor to students, providing guidance and support for their academic and personal development.
- Coordinate class field trips, as applicable.
- Maintain attendance and grade records as required by school.
- Prepare report cards and individual comments as required.
- Communicate effectively both orally and in written form to parents/colleagues in response to inquiries of both student/professional nature.

QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Classics, Latin, or related field; Master's degree preferred.
- Minimum three years teaching experience in Latin required.
- Prior teaching experience in Latin at the secondary school level.
- Excellent communication and interpersonal skills.
- Strong organizational and classroom management skills.
- Ability to inspire and motivate students.
- Excellent verbal and written communications skills.
- Demonstrates proficiency in the use of technology in the classroom.



GENERAL:

- Demonstrates and enthusiastically supports the School's Mission.
- Performs in a manner that reflects positively on The Bolles School.
- Communicates well and works effectively with all school personnel and families, as well as with the larger business and educational community.
- Performs other duties as requested.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the school and other facilities as needed.

HOW TO APPLY:

The Bolles School has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Director of Human Resources and Risk Management, Crissy Nussbaum), a resume, and a list of at least three professional references consolidated as a single PDF document to Laura Sanchez, Recruiter, at laura@dovetailedsourcing.com.