



WORLD LANGUAGES SPECIALIST

The World Languages Specialist will help fulfill the mission of the Learning Enrichment Center (LEC) by supporting students to be successful within their classrooms and ultimately in their future collegiate and professional environments. A good candidate will be an expert in multiple languages and able to support individual learning needs through tutoring sessions. This position requires superb organizational skills, strong attention to detail, and effective communication skills. A passion for assisting students to utilize available resources and academic supports is important to this role.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas actively seeking to fill the position of World Languages Specialist in the 2020-2021 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Collaborate with teachers as a member of the Response to Intervention Team to ensure students' individual learning needs are met in one-on-one tutoring sessions.
- Communicate student progress with the LEC team, families, and faculty in a variety of ways, including shared documents, one-on-one conversations, and emails.
- Coordinate hall pass administration between study halls and LEC activities.
- Maintain high standards of confidentiality, attendance, and flexibility while working cooperatively with supervisors, coworkers, and students.
- Provide feedback to the director of the LEC in order to troubleshoot and identify additional ways to assist the student.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree

Experience

Required: 2 years as an instructor in an educational environment, expert in the Spanish language
Preferred: 2 years as a World Language teacher, expert in either Latin or French (in addition to Spanish)

Working Conditions

Work is executed in an office space with pleasant working conditions. The work hours are 7:30a to 3:30p.

Physical Requirements

May be required to exert physical effort of a limited nature as needed for events.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Teacher Application for employment. Email your completed application and résumé to careers@sths.org.