



Employment Opportunity

## Spanish Substitute Maternity Leave Position

Vanguard College Preparatory School in Waco, TX is accepting applications for a 2018-2019 full-time maternity leave Spanish substitute position in the World Languages Department. Official duties begin in November 2018 and will end as 1<sup>st</sup> Semester duties are completed in December 2018.

**Spanish Substitute** assignments of one section for each course, teaching 7<sup>th</sup> – 12<sup>th</sup> grades, include:

- Spanish I – IV AP
- Spanish Independent Study
- Study Mod

*Preferred Qualifications* include:

- Bachelor's or master's degree in Spanish with experience teaching Spanish.
- Effective technology skills.
- Works well with unanticipated events.
- Passion for educating adolescents.

### To Apply:

Complete and submit the following to Flip Alexander, Assistant Head of School – Internal Operations ([flip\\_alexander@vanguard.org](mailto:flip_alexander@vanguard.org)):

- VCPS Application (<https://vanguard.org/contact-vanguard/employment-opportunities>)
- Resume
- Letter of Interest for the position (can be email message)
- Letter of Reference

Criminal Background Check and Drug Testing are qualifiers for all applicants.

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Vanguard College Preparatory School is a non-parochial, independent school that prepares our students for academic success and fulfilling lives. The foundation of the Vanguard experience is based on our core values – rigor, responsibility, and respect. The community of Vanguard students, faculty, administrators, and parents is committed to a personalized learning experience that prepares each student to excel at the collegiate level.

*More information about Vanguard School can be found at [www.vanguard.org](http://www.vanguard.org)*

*Vanguard is an Equal Opportunity Employer. It is our policy to treat all employees and applicants fairly and equitably and in doing so, comply with all applicable federal and state laws relative to employment.*

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## Vanguard Mission Statement

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For many, this is the first experience with Springmont, therefore the Administrative Assistant is responsible for demonstrating Springmont's values and school culture as well as keeping to security procedures.

Candidates should possess an excellent phone presence and a positive attitude. Neat appearance, friendly attitude, good organizational and communication skills are a must. Ideal candidates have experience working in a school setting and are available to begin immediately. Responsibilities include answering and directing calls, processing incoming and outgoing mail and deliveries, assisting parents and students and greeting and signing-in visitors. Other tasks include placing orders, keeping areas clean and orderly, attending to sick children and contacting parents.

Interested candidates should submit a resume via email to [jobs@springmont.com](mailto:jobs@springmont.com) with the subject line Administrative Assistant. Please include the cover letter in the body of the email and attach the resume to the email. Only candidates of interest will be contacted.

Confidentiality needed in here!

### **Qualifications and Performance Characteristics**

- Two years' experience in office setting
- Strong verbal and written skills
- Pleasant, approachable and professional interpersonal skills
- Flexible, with excellent follow through
- Is committed to his/her own professional growth and renewal
- Imbued with a deep sense of Springmont's mission and culture
- Is able to work under pressure and meet deadlines

- Works collaboratively and effectively with all stakeholders
- About Springmont School
- Springmont, situated on the north side of Atlanta in an affluent neighborhood, is 52 years old with a current enrollment of 270 students, 180 families and 40 faculty and staff members. The school serves students ages 1½ to 14 years. Springmont is accredited by SACS/ SAIS and Association Montessori International (AMI). The school facilities include a Media Center, Lower and Upper Elementary Building and a Music and Arts cottage. The Toddler and Primary classrooms are housed in the main building along with administration. The school also includes an 86 acre Landschool in Summerville, GA.