



North Carolina
School of Science
and Mathematics

**NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS
CAREER OPPORTUNITY ANNOUNCEMENT**

TWO POSITIONS:

**One full-time, permanent Instructor of Spanish
One half-time, temporary Instructor of Spanish**

CLASSIFICATION TITLE: Instructor

WORKING TITLE: Instructor of Spanish, Durham campus

DEPARTMENT: Humanities

POSITION LOCATION: Durham, NC

POSITION NUMBER: 60087870 (full-time permanent position) and 60093667 (part-time temporary position)

POSTING DATE: May 13, 2024

CLOSING DATE: Open until filled (priority consideration to applications submitted prior to May 29, 2024, 5:00 PM)

HIRING SALARY: Commensurate with education and experience

POSITION TYPES:

Full-time permanent position: EHRA Faculty, 10-month, FLSA Exempt, 1.0 FTE

Part-time temporary position: Temporary, PT (2 semester assignment 25 hours/week), Anticipated appointment period 8/1/2024 - 12/20/2024 and 1/31/2025 - 5/30/2025).

EXPECTED START DATE: August 1, 2024

[NCSSM is ranked as the #2 Best Public High School in the U.S](#)

The North Carolina School of Science and Mathematics (NCSSM) invites applications for two Instructor of Spanish positions at its campus in Durham, North Carolina. One position is a 10-month, permanent-track appointment with full benefits through the State of North Carolina. The other position is a temporary, part-time position with a fall- and spring-semester assignment, 25 hours/week, FLSA Exempt. The anticipated appointment period for the part-time position is 8/1/2024 - 12/20/2024 and 1/31/2025 - 5/30/2025. Both positions report to the Chair of Humanities, NCSSM-Durham, and are responsible for providing instruction in Spanish.

NCSSM and its Academic Programs division foster an environment of collaboration across departments and divisions and support community-engaged service and research. NCSSM is proud of the diversity of its student body, and we seek to attract an equally diverse applicant pool for this position. NCSSM is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity or expression, age, sexual orientation, genetic information, status as an

individual with a disability, or status as a protected veteran. If you are an individual with disabilities requiring accommodations in the application and interview process, please contact us at hr@ncssm.edu.

Founded in 1980, the North Carolina School of Science and Mathematics is a state-supported residential and online high school for students who have demonstrated exceptional talent or interest in science, mathematics, engineering, and technology. Since the school's inception, the humanities and fine arts have been an integral part of an NCSSM education and have played a key role in helping the institution fulfill its mission to cultivate a new generation of informed, empathetic, engaged, and ethical citizens and leaders.

The NCSSM-Durham Humanities Department offers courses in five World Languages (Chinese, French, Japanese, Latin, and Spanish), American Studies, and a broad range of English and interdisciplinary Humanities courses. Offerings in our Fine Arts program include studio and performance courses in the visual arts, music, and drama. Our program also includes student- and faculty-led seminars and independent studies.

Description of Duties:

Full-time permanent position: The expected teaching assignment for the full-time position is three in-person, residential course sections in Spanish per semester and two courses during our school's January-Term. The semester-long courses will include various levels of Spanish language and culture courses. A successful candidate may in the future have opportunities to teach senior Interdisciplinary Humanities courses in areas related to their expertise and interests. The teaching assignment will likely include multiple course preps.

Responsibilities for the full-time permanent position include:

- Develop and communicate to students clear course objectives and goals;
- Plan and develop an instructional program that helps students assimilate specific course content and skills;
- Hold office hours and tutorial sessions as outlined by the Department of Humanities;
- Regularly monitor and evaluate students' progress, providing them with resources and feedback on their performance;
- Structure and manage an environment conducive to learning;
- Model for students responsibility to self and others;
- Follow the school's philosophy, policies, and procedures;
- Participate in departmental, faculty, and staff meetings;
- Serve on departmental, faculty, and school-wide standing committees;
- Write recommendations for as many as 15 students each year, as requested;
- Serve as a January-Term sponsor;
- Participate in professional development and personal intellectual growth activities;
- Participate in one or more of the following activities:
 - Provide professional service and engagement in the field;
 - Assist students with special projects, independent and individual study, and seminar-based studies;
 - Participate in the NCSSM admissions process by recruiting, selecting, and advising prospective students;

- Participate in NCSSM alumni activities;
- Provide assistance for school-sponsored programs and extracurricular activities.

Part-time temporary position: The expected teaching assignment for the part-time position is two in-person, residential courses sections of Spanish for the fall and spring terms. The anticipated appointment period is 8/1/2024 - 12/20/2024 and 1/31/2025 - 5/30/2025. The teaching assignment will likely include only one course prep.

Responsibilities for the part-time temporary position include:

- Develop and communicate to students clear course objectives and goals;
- Plan and develop an instructional program that helps students assimilate specific course content and skills;
- Hold office hours and tutorial sessions as outlined by the Department of Humanities;
- Regularly monitor and evaluate students' progress, providing them with resources and feedback on their performance;
- Structure and manage an environment conducive to learning;
- Model for students responsibility to self and others;
- Follow the school's philosophy, policies, and procedures;
- Participate in departmental, faculty, and staff meetings;
- Participate in professional development and personal intellectual growth activities;

NCSSM's curriculum in Spanish includes various levels of Spanish language and culture courses. A successful candidate will be able to teach a range of courses in Spanish, from introductory through advanced levels of the language, using the communicative approach, and will be able to develop multi-level, proficiency-based curricula that provide entry points for students of various proficiencies, including heritage speakers.

Humanities faculty are responsible for developing and teaching innovative and engaging humanities curricula with a focus on interdisciplinary studies in NCSSM's residential and highly interactive online programs. Faculty should plan on playing an enthusiastic role with colleagues across all campuses of the school in ongoing conversations and collaborations about ideas, goals, pedagogical methods, and authentic assessments in NCSSM's teaching and learning environment.

Minimum Education and Experience:

Master's degree in Spanish, linguistics, comparative literature, or a related field in the humanities, with a proven record of effective and inspiring teaching of Spanish, preferably with advanced high school or undergraduate students. A successful candidate will have the content and pedagogical knowledge to teach Spanish courses and the willingness and ability to work cooperatively and effectively with colleagues to develop and follow shared practices for multi-section courses.

Knowledge, Skills, and Abilities:

Since NCSSM is committed to an interdisciplinary approach to the study of the humanities, applicants should demonstrate a deep understanding of Spanish and its cultural and historical

contexts, a passion for teaching and learning, and a love of ideas, combined with a commitment to serving as mentor and guide for students—both in the classroom and in extracurricular activities. Applicants should be able and willing to use appropriate educational technology to engage students in learning, in both face-to-face and remote settings. Applicants should be dedicated to continual growth, both as teachers and learners. Since all NCSSM faculty and staff are expected to support the intellectual, cultural, emotional, and social growth of students—responsibilities that transcend a traditional high school or college teaching schedule—applicants for the full-time position should bring to the work a keen commitment to participating actively in the multi-dimensional life of the NCSSM community.

Desired:

Familiarity with the ACTFL World-Readiness Statements for Learning Languages, Can-Do Statements, and OPI Proficiency Guidelines. Ability to work collaboratively with colleagues to identify students' needs and develop engaging, practical, and informative courses.

Excellent organizational and collaboration skills. Ability to work with other faculty in the discipline to align courses, reflect on learning outcomes, and provide extracurricular opportunities for students.

Experience and expertise in working with advanced high school or undergraduate students in the novice, intermediate, and advanced levels of the language and in differentiating instruction to accommodate the range of students' proficiencies at each level. Candidates for the full-time position should have the Interest and ability to develop and teach high-interest topics-based courses that are taught in the target language and grounded in authentic materials. Our upper-level courses are built around topics such as Environmental Studies, Medical Spanish, Sports and Culture, and the Gothic and Supernatural.

Ability to teach a second language and/or senior Interdisciplinary Humanities courses.

Willingness to teach in both NCSSM's residential and online programs, with experience in using appropriate educational technology to engage students in face-to-face and remote settings.

The ideal candidate for the full-time position will be eager to participate fully in the wide variety of academic and cultural endeavors our school values, offers, and promotes. An exciting feature of NCSSM's academic calendar is "January-Term," consisting of two two-week sessions when faculty members lead intensive learning experiences both on and off campus. The ideal candidate will have the interest and ability to develop and lead these sessions on specialized topics that will appeal to NCSSM students. We also offer opportunities for students to travel domestically and abroad during this period; as such, experience in leading student travel groups and/or the willingness to do so is a definite plus.

Benefits for full-time permanent position:

Free On-Campus Parking

Vacation: EHRA Faculty earn from 14 days to 26 days per year based on years of state service (part-time employees are pro-rated). Leave is earned monthly.

Sick Leave: 12 days per year.

Additional Leave: Family Medical Leave (FMLA), Paid Parental Leave (PPL), Civil Leave, Extended Illness, Short/Long Term Disability, Family Illness Leave, Military Leave, Community Service Leave, Bonus Leave, Voluntary Shared Leave and Leave Without Pay.

Holidays: 12 days per year

Retirement: Required participation for all employees working 3/4 time or more. Option (1) Teachers' and State Employees' Retirement System ([TSERS](#)) requires 6% of gross salary. Employees are vested for retirement after 5 years. Option (2) The Optional Retirement Program ([ORP](#)) requires 6% of gross salary. Employees in ORP are vested after 5 years of participating in ORP. As a participant in either retirement program, you are automatically covered for short-term disability (eligible after 1 year of service/no cost), long term disability (eligible after 5 year of service/no cost). Death benefit of minimum \$25,000/maximum \$50,000 based on previous 12 month salary (eligible after 1 year of service/no cost).

Supplemental Retirement Plans: [Supplemental retirement plans](#) provide an additional opportunity to help you reach your retirement goals. Supplemental Plan offerings such as a 401(k), 403(b), or 457(b) on a Roth (after-tax) or pre-tax contributions from several different vendors.

Health Insurance: Employee only coverage under the [State Health Plan](#) (PPO) is provided to employees that work 30 or more hours a week. The cost is determined by the type of coverage elected by the employee. Dependent coverage is available by payroll deduction.

NC Flex Plan: Plan offers [Health Care Flexible Spending](#), [Dependent Day Care Flexible Spending](#), [Dental Insurance](#), [Vision Care Plan](#), [Critical Illness](#), [Cancer Insurance](#), [Core Accidental Death & Dismemberment](#), [Voluntary Accidental Death & Dismemberment Insurance](#), [Accident](#), and [Group Term Life](#). All plans are pre-tax basis / Cost varies depending on selections.

Voluntary Group Term Life Insurance: [Securian](#) (This is an after-tax plan and is portable.)

Tuition Waiver: Three courses per academic year tuition free (at any of UNC 17 campuses that offer courses) for permanent full-time employees.

State Employees Credit Union: Membership welcomed. Contact the [SECU Credit Union](#) for information.

Community Service: 24 hours leave credited each calendar year (prorated for part-time) unless you choose the Mentoring/ tutoring option – 1 hour each week up to a max of 36 hours that schools are in session as documented by the elected board of the local education agency or the governing authority of any non-public school.

Facilities: Library & Gymnasium - other athletic facilities available at no cost to employees. Cafeteria on site.

Benefits for half-time temporary position:

Free On-campus Parking

Facilities: Library & Gymnasium – other athletic facilities available at no cost to employees. Cafeteria on site.

Health Insurance: Temporary employees who are hired to work 30 hours or more for three (3) months or more, are eligible for enrollment in a High Deductible Health Plan. This incurs a monthly expense to both the employee and NCSSM and each year these rates are subject to change.

About NCSSM:

[North Carolina School of Science and Mathematics](#) (NCSSM) is a world-class public high school with statewide reach empowering academically talented students from diverse backgrounds from every corner of the state to design their own future. We offer residential high school programs in Durham and Morganton for juniors and seniors or virtual high school courses and programs that students can take alongside their local curriculum, all tuition free. Our wide array of summer offerings for rising 5th- through 12th-graders includes free opportunities for in-state students alongside paid options for students from anywhere in the world. NCSSM Extended Learning partners with communities and regions to advance student learning and outcomes.

Specializing in science, technology, engineering, and math, and embracing the fine arts and humanities, NCSSM has become the model for 18 such specialized schools around the globe since its founding in 1980 and is a full constituent of the University of North Carolina System. NCSSM's [Ignite + Transform comprehensive campaign](#) seeks to raise \$50 million in private support for our mission.

The new NCSSM-Morganton campus opened in 2022 for summer programs and its first fall academic term and focuses on the fields of data science and artificial intelligence, preparing the leaders of tomorrow to navigate a future driven by data and machine learning, with emphasis on the humanistic implications and ethical use of these tools.

Nearly two-thirds of NCSSM graduates earn a bachelor's degree in a STEM field—more than three times the national average, including 58 percent of our underrepresented minority graduates, which is nearly four times the national average. Nearly three-quarters have earned or are seeking a graduate degree. A 2020 economic impact study found that 54 percent of our alumni continue to live and work in North Carolina, catalyzing nearly \$1.3 billion in annual economic activity. NCSSM embraces equity, diversity, and inclusion, and seeks to recruit employees who share these values.

For more information, please read the NCSSM [strategic plan](#) and visit ncssm.edu.

How to Apply:

For the full-time permanent position:

Submit electronic application via: <http://www.governmentjobs.com/careers/northcarolina/>. Please create an account, search for the full-time Instructor of Spanish, Durham campus position vacancy, and submit the online application.

Please complete your application in full. All required Competencies, Work History, and Credentials must appear on the application in the Education and Work Experience sections of the application to receive consideration during the selection process. Resumes will not be accepted in lieu of completing the State Application form in its entirety. "See Attached Resume or an Embedded Text Resume" will be considered incomplete and will not be processed. Degrees must be received from appropriately accredited institutions.

Please attach a cover letter, CV, and statement of teaching philosophy to the online application before submitting.

Applicants seeking Veteran's Preference must attach a DD form 214, Certificate of Release or Discharge from Active Duty, along with the state application. Applicants seeking National Guard Preference must attach a NGB 23A (RPAS) if they are a current member of the NC National Guard in good standing. If applicants are a former member of the NC National Guard who served for at least six years and was discharged under honorable conditions, they must attach either a DD256 or NGB 22 along with their state application.

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require a motor vehicle check. If the highest degree is from an institution outside of the U.S., final candidates are required to have their degree equivalency verified at www.wes.org or equivalent service. NCSSM participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Please refrain from submitting multiple applications. However, if multiple applications are submitted to a posting, only the most recent application received prior to the posting close date will be accepted. There is a 24-hour waiting period before an applicant can re-apply to a position.

If you have questions regarding the full-time position, please contact Tracy Fullgraf, Human Resources Consultant, at fullgraf@ncssm.edu.

NCSSM is an EEO/eVerify/VEVRAA Employer

For the part-time temporary position:

Interested candidates should submit a cover letter, a CV, and a statement of teaching philosophy to Dr. Sarah Booker, Chair of Humanities, at sarah.booker@ncssm.edu.

If you have questions, please contact Mikhaela Johnson, Human Resources Specialist, at mikhaela.johnson@ncssm.edu or Dr. Sarah Booker, Chair of Humanities, at sarah.booker@ncssm.edu.

NCSSM is an EEO/eVerify/VEVRAA Employer