



POSITION TITLE: 2022 Summer School Teachers

STATUS: Temporary position

Summer Session: June 13 – July 15, 2022

Morning session: 7:30 a.m. – 12:30 p.m.

SALARY: Starting at \$20.00 per hour, depending on relevant experience

CLOSING DATE: Until needs are met

SUBJECTS INCLUDE: Grades 4-6 Reading, Grades 4-6 Math, Specialized Electives, Fashion Design, Sewing, Art Classes.

COVID-19 considerations: Students will be participating in on-campus learning environment only. Class instruction will not be online. Please consider location when applying.

APPLICATIONS WILL NOT BE CONSIDERED IF THEY DO NOT MEET THE MINIMUM QUALIFICATIONS.

REQUIREMENTS

- 3 years or more Elementary or Middle School teaching preferred.
- Bachelor's degree in Education or related background **required**.
- Possess outstanding communication and interpersonal skills.
- Ability to work a flexible schedule.
- Experience working with students from diverse backgrounds, in multi-aged environments.
- Strong knowledge of content area curriculum and instructional methodologies.
- Must be a team player and dedicated to Catholic education.

EXPERIENCE AND RESPONSIBILITIES

- Experience working with students from diverse backgrounds, in multi-aged environments.
- Strong knowledge of content area curriculum and instructional methodologies.
- Work in close harmony with the administration and with each other.
- Prepare lessons plans.
- Keep accurate records of attendance and class work, submitting student evaluations, including report cards and grade updates, at scheduled times.

- Be responsible for the immediate supervision and safety of students during class time, advisory and the assigned time of supervision duty.
- Review and administer correction in cases of student misconduct.
- Require mannerly and respectful behavior from students.
- Be responsible for the cleanliness of the classroom;
- Distribute and collect required forms, records, or correspondence;
- Maintain high standards of professional and personal conduct, including on-line presence,
- Communicate via email, Zoom, or phone with students only for school-related concerns.

Sacred Hearts Academy is a Catholic college preparatory school which provides girls and young women an exceptional education, the experience of God's compassionate love revealed in the hearts of Jesus and Mary and the inspiration to become leaders for their communities and the world. Caring teachers, small classes, a rich and varied curriculum, and lively, enthusiastic students make the Academy unique. Along with its quality academic program, the Academy focuses on character and values, cooperation, mutual respect, and service.

The Academy is accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the Hawai'i Association of Independent Schools (HAIS).