



POSITION TITLE: Elementary School Teachers
SUBJECTS: Junior Kindergarten, 1st grade, 4th-6th grade Math, Science, Social Studies/Language Arts, Religion, Art
STATUS: Full-Time Regular
FLSA: Exempt
WORK YEAR: School Year 2022-2023
SALARY: Depending on relevant experience
CLOSING DATE: April 15, 2022

MINIMUM QUALIFICATIONS

1 year or more Elementary teaching experience desirable;
Bachelor's degree in Education, or a related background required.
Must be a team player and dedicated to Catholic education.
Possess outstanding communication and interpersonal skills desirable.
Ability to work a flexible schedule, including occasional evenings and weekends.

EXPERIENCE AND RESPONSIBILITIES

Preferred 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; Be responsible for the assigned students' instruction; Prepare lessons plans; Ensure that the courses they teach are mapped, updated and available as required by the school; 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, the assigned time of supervision duty, and on off-campus school excursions; Review and administer correction in cases of student misconduct; Require mannerly and respectful behavior from students; Respect individual differences among students and formulate plans for providing for these differences; Attend all faculty, department and parent-teacher meetings; Be responsible for the cleanliness of the classroom; Distribute and collect required forms, records or correspondence; Serve as advisor in extracurricular student activities, and volunteer for chaperoning school social functions; Attend and help supervise students at Mass and religious celebrations as well as any school sponsored program; Submit an annual plan to provide for continuous professional development; Maintain high standards of professional and personal conduct, including on-line presence; Communicate via email or phone with students only for school-related concerns.

As a Catholic, independent school for students in grades Pre-School to 12, Sacred Hearts Academy provides an outstanding college-preparatory education for young girls. 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. Our school is a place where young women learn to listen, question, challenge, probe and gain the knowledge and confidence that will allow them to think for themselves and make good decisions. We believe that excellence in education enables students to value themselves as individuals, while at the same time, prepares them to participate with confidence in a complex and changing society. 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). It is a given that the girls at Sacred Hearts will receive an outstanding academic education, but most important, the faculty, staff, alumnae and families value the fact that the students are surrounded by people who care about them and care about one another.