



POSITION TITLE: 2021-2022 Secondary Education English Teacher 7-10th grades
STATUS: Full-Time Regular, Exempt
SALARY: Depending on experience
CLOSING DATE: May 31, 2022

MINIMUM QUALIFICATIONS

1 or more years teaching experience required;
Bachelor's degree in Education or a related background required.
Possess outstanding communication and interpersonal skills.
Ability to work a flexible schedule, including occasional evenings and weekends.

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.
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, Zoom, or phone with students only for school-related concerns.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Sitting (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities with close reach, such as keyboard, mouse, handwriting and file management (continuously); lift/carry supplies and equipment, up to 20 pounds, use seeing, hearing, and speaking.

Working Conditions: Indoor classroom setting, exposure to usual classroom sounds, students, parents, and interruptions.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Mission Statement

Sacred Hearts Academy 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.

Vision Statement

The Academy is committed to provide an exemplary educational experience for Hawai'i's girls and young women which is grounded in the Catholic and Christian values of the founding Sisters. While laying a firm, academic foundation, this experience also focuses on helping its students to develop and thrive socially and emotionally, as leaders and change-makers, as confident creators and innovators, as caring and empathetic contributors focused on making their communities and the world a better place.

As a Catholic, independent school for single gender 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 Academy will receive an outstanding academic education, but most importantly, 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.