



# ST ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Grades K-12 Substitute Teacher  
Reports to: Upper and Lower School Principals  
Type: Casual, salaried, exempt  
Date: August 2023

## Position Overview

As a substitute teacher, you will provide temporary instructional support in the absence of the regular classroom teacher. Your responsibilities will include delivering lessons, managing student behavior, maintaining a positive classroom environment, and ensuring student safety. You will work with students from kindergarten to 12th grade, adapting to different subjects and grade levels as needed.

The Substitute Teacher will embody St. Andrew's Schools core values and professional behavior. This position reports to the Upper and Lower School Principals.

## Key Responsibilities

1. Classroom Management
  - Establish and maintain a supportive and respectful classroom environment.
  - Follow the classroom management policies and procedures outlined by the school.
  - Manage student behavior, address disciplinary issues, and enforce school rules.
  - Maintain order and ensure students' safety throughout the school day by following school safety procedures and monitoring student emotional health.
2. Instructional Delivery
  - Deliver prepared lesson plans left by the absent teacher or create appropriate lessons based on provided guidelines.
  - Conduct instruction in various subjects and grade levels, adhering to the curriculum objectives.
  - Utilize effective teaching strategies to engage students in learning activities.
  - Answer questions and provide assistance to students, ensuring understanding of concepts.
3. Classroom Administration
  - Maintain accurate records of student attendance, behavior, and academic progress.
  - Leave detailed notes for the regular teacher regarding the day's activities, student behavior, and any important occurrences.
  - Return materials, textbooks, and resources to their designated places after the day's instruction.
4. Collaboration and Communication
  - Collaborate with other teachers and staff members to ensure continuity of instruction and support as needed.
  - Communicate with school administration, and office staff as needed.
  - Follow and reinforce the policies and procedures of the school and classroom.
5. Professionalism and Ethics
  - Adhere to professional standards of conduct and ethics.
  - Respect and maintain confidentiality regarding students and school-related matters.
  - Display a positive and professional demeanor, serving as a role model for students.
  - Demonstrate flexibility, adaptability, and a willingness to learn and grow professionally.

## Qualifications

Bachelor's degree in Education or related field (preferred).

- Previous experience working with children or in an educational setting (preferred).
- Strong communication and interpersonal skills.
- Ability to manage a classroom effectively and handle challenging behaviors.
- Flexibility and adaptability to work in different grade levels and subject areas.
- Reliable and punctual with excellent organizational skills.
- Ability to follow lesson plans and adapt instructional materials as necessary.
- Computer skills: MacOS, Google Suite, Microsoft Office Suite, and comfortable using educational platforms and applications.
- Other qualifications: Demonstrates good judgment concerning sensitive information and maintains confidentiality when needed. Displays a sensitive, cooperative and flexible demeanor in interactions with others. Demonstrates professionalism through reliability, punctuality, and participation in meetings and staff development opportunities.

### **Requirements**

- Mandatory Background Check: Employment is conditional until the successful completion of a background check which requires the employee to have their fingerprints scanned electronically.
- COVID-19 and flu vaccinations are strongly encouraged.
- Completes online training upon hire: child sexual abuse prevention; blood borne pathogens; knowbe4 internet security; emergency procedure overviews; emotional intelligence course; Episcopal culture videos; employee handbook

### **How to Apply**

To apply, email a letter of interest, resume, and the names and contact information of three professional references to [employment@standrewsschools.org](mailto:employment@standrewsschools.org). Letters may be addressed to “Members of the Search Committee.” Include “St. Andrew’s Schools Grades K-12 Substitute Teacher” in the subject line. All submissions will be received in confidence. Applications will be accepted until the position is filled.

St. Andrew’s Schools is an equal employment opportunity employer. To learn more about our school, please visit [www.standrewsschools.org](http://www.standrewsschools.org).

### **About St. Andrew’s Schools**

For more than 150 years, St. Andrew’s Schools has developed tomorrow’s courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew’s Priory, the oldest girls’ school in Hawai‘i. An enduring testament to her towering vision to educate the Hawaiian people, St. Andrew’s Schools has grown to include The Prep, a K-6 boys’ school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social, emotional, spiritual, and cognitive learning sets the stage for children to cultivate healthy habits of mind, body, and spirit that positions them to live a life of learning and good health.

Our K-12 education program in downtown Honolulu is the only coordinate school system in Hawai‘i. We offer two single-sex schools on the same campus. Our girls (The Priory, K-12) and boys (The Prep, K-6) are educated separately in the classroom yet can socialize together on campus. Coordinate schools recognize that the social and emotional experiences that children have in schools shapes their learning – and ultimately affects how they think and act. By understanding and embracing the differences between boys and girls, we create the conditions for all students to learn and grow. Our students readily venture past societal expectations or stereotypes to reach their full promise. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.