Position: Grade K-6 Teacher  
Reports to: Lower School Principal  
Type: Full-time, salaried, exempt  
FTE: 1.0  
Term: 12 months, August–July  
Start Date: August 14, 2024

Position Overview

At St. Andrew’s Schools, teachers facilitate learning by establishing relationships with students and developing an engaging elementary school curriculum. Teachers personalize instruction to inspire and challenge each child to realize their full potential. They know the developmental stages of young children, engage in appropriate activities, and differentiate their instruction to meet each child’s needs.

The St. Andrew’s Schools’ teacher is professional, collaborative, and supportive. Teachers actively participate in professional development opportunities and reflective teaching practices. They are committed to working with all students and celebrating the diversity of the St. Andrew’s Schools community. They are comfortable managing the demands and pressures of the position and model flexibility, resilience, a growth mindset, mindfulness, and technological competence.

The Grade K-6 teacher will embody St. Andrew’s Schools’ core values and professional behaviors. This position reports to the Lower School Principal.

Essential Duties

- Engage in regular academic activities and events, starting with teacher professional days before the first day of school and ending with Commencement.
- Adhere to and promote St. Andrew’s Schools’ mission, vision, guiding principles, values, and educational philosophy. Follow St. Andrew’s Schools’ K-12 Faculty Guidelines.
- Create a vibrant and engaging learning environment using research-based and developmentally appropriate teaching methodologies to engender critical thinking, collaboration, creativity, problem-solving, and communication skills.
- Create a warm and welcoming learning environment by facilitating the creation of group agreements in the classroom, actively guiding and supporting student interactions and relationships, and implementing social and emotional learning (SEL) curriculum.
- Differentiate instruction to meet the needs of a diverse student population.
- Prepare course objectives and outlines of study following the recommended curriculum guidelines.
- Recommend teaching resources, student textbooks, consumables, and online tools to support learning objectives.
- Integrate meaningful and appropriate use of technology within the curriculum.
- Assess students against grade-level standards. Write informative comments on student progress. Review students’ reports for completeness and accuracy.
- Counsel students when they face academic and/or behavioral challenges.
- Communicate with students, parents, administrators, and colleagues about curriculum, children, and child development issues.
- Demonstrate good judgment concerning sensitive information and maintain confidentiality when needed.
- Display a sensitive, cooperative, and flexible demeanor in interactions with others.
- Actively participate in teacher professional days during the academic year and during summer months upon request.
- Prepare for and actively engage in Parent Teacher Conferences to support parents’ understanding of their student’s learning and education.
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Other Duties
- Administer standardized testing, review, and communicate student test results. Adjust instruction and curriculum to address student learning needs.
- Supervise students at weekly chapel services.
- Organize field trips and educational events.
- Supervise or chaperone students on and off campus.
- Attend school events as defined in the K-12 Faculty Guidelines and Employee Handbook, occasional evenings and weekends.

Qualifications and Requirements

Education: Bachelor’s degree and/or master’s degree in education, elementary education, or early childhood education.

Experience:
- Prefer at least three years of teaching experience in an independent school.
- Demonstrates knowledge of elementary education curriculum and instructional methodologies. Proven ability to develop a student-centered, personalized curriculum
- Ability to develop and implement curriculum, assessments, and utilize instructional best practices
- Knowledgeable about best practices in implementing educational technology in the classroom
- Experience working with young children
- Personal qualities of integrity, credibility, and dedication to the mission of St. Andrew’s Schools

Technology skills:
- iOS operating environment
- MacBook Air devices
- Google Office Suite
- Microsoft Office Suite
- Learning Management Systems
- Student Information Systems such as Canvas and PowerSchool

Physical requirements:
- Able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision, stand, talk, hear, walk, climb stairs, and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a climate-controlled classroom environment with moderate noise levels.

Hiring 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.
- Online training to prevent child sexual abuse is required upon hire.
- Recommend COVID-19 and flu vaccinations.

Compensation and How to Apply

Salary Range: Commensurate with education and experience level, $50,000-$55,000

Benefits: Medical, prescription, dental, and vision benefits, a 403(b) retirement plan, a flexible spending account, group life insurance, parking or bus/ Biki pass, and paid sick leave and personal days, and school breaks.

How to Apply: Email a letter of interest, resume, and the names and contact information of three professional references to employment@standrewsschools.org to apply. Letters may be addressed to “Members of the Search Committee.” Include “St. Andrew’s Schools Grade K-6 Teacher” in the subject line. All submissions will be received in confidence.

Deadline to apply: Applications will be accepted until the position is filled.

About St. Andrew’s Schools
St. Andrew’s Schools
Job Description: Grade K-6 Teacher

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 Kaleleōnālani, 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 position them to live a life of learning and good health.

On our downtown campus in Honolulu, we house the only K-6 coordinate school system in Hawai‘i, where our girls (The Priory) and boys (The Prep) 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 shape their learning—and ultimately affect 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 all-girls Upper School (The Priory, grades 7-12) is ranked as one of the best high schools in the state. We educate our young women to enter the world with the knowledge, skills, character, and dispositions needed to learn, grow, and thrive throughout their lives. Our students are inspired to venture past societal expectations or stereotypes to reach their full promise and positively impact the world. Students learn deeply, stay curious, are hopeful about the future, and understand how to lead themselves and others with a compassionate and courageous heart.

Equal Opportunity Employment
St. Andrew’s Schools is an equal-opportunity employer and makes employment decisions based on merit and business needs. St. Andrew’s Schools does not unlawfully discriminate on the basis of race, color, religion, ethnicity, ancestry, national origin, citizenship, veteran or military status, sex, sexual orientation, or gender (which includes gender identity or gender expression), reproductive health decision, pregnancy (including childbirth or related conditions and lactation/breastfeeding), marital status, age, physical or mental disability, genetic information, taking or requesting statutorily protected leave or other benefits, arrest, and court record, credit history or credit report, status as a domestic or sexual violence victim, or any other basis protected by federal or state laws, regulations, and/or any executive order, except as allowed by law. To learn more about our school, please visit www.standrewsschools.org.