



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Preschool Teacher
Reports to: Preschool Director
Type: Regular, full-time, exempt, salary
FTE: 1.0
Location: Queen Emma Preschool, 3019 Pali Hwy
Start Date: Immediate

Position Description

Preschool teachers work with another teacher and an aide as a team to create a developmentally appropriate curriculum in a warm and nurturing learning environment. The preschool teacher is knowledgeable about the physical, intellectual, social, and emotional developmental stages of young children and skillfully engages in developmentally appropriate practices and adapts their instruction and day-to-day engagement with students to meet every child's needs.

The preschool teacher is professional, collaborative, and supportive through their contributions. The teacher participates actively in professional development opportunities and reflective teaching practices; they are committed to working with all students and celebrates the diversity of St. Andrew's Schools as reflected in our students, faculty, staff, and extended 'ohana. They are comfortable managing the demands and pressures of the position.

The Preschool Teacher will embody St. Andrew's Schools' core values and professional behaviors. This position reports to the Preschool Director.

Responsibilities

- Adhere to and promotes the mission, vision, and educational philosophy of St. Andrew's Schools.
- Create a vibrant, active, and engaging learning environment in and out of the classroom using research-based, developmentally appropriate teaching methodologies to engender critical thinking, collaboration, creativity, problem-solving, and communication skills.
- Demonstrate knowledge of child development, developmentally-appropriate practices, and work collaboratively to develop a student-centered, personalized curriculum based on learning through play.
- Work together to prepare course objectives and plan for appropriate activities as guided by the mission of St. Andrew's Schools.
- Integrate meaningful and appropriate use of technology within the curriculum.
- Prepare and administer a variety of assessments; record results and provide timely feedback on students' progress to parents and colleagues.
- Tailor instruction to meet the needs of diverse learners.
- Create a warm and welcoming learning environment by facilitating the creation of group agreements in the classroom and actively guiding and supporting student interactions and relationships.
- Maintains order in the classroom and throughout common campus areas
- Counsel students when students face academic and/or behavioral challenges.
- Discuss students' academic and behavioral progress and areas for growth with parents/guardians.
- Maintains all records pertaining to student attendance and students' progress.
- Communicate orally and in writing 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.
- Proactive in staying up to date with contemporary pedagogical thinking, strategies, and techniques by reading professional journals and attending professional conferences, workshops, and courses.
- Demonstrates professionalism through reliability, punctuality, participation in meetings, and staff development opportunities.
- Demonstrate professionalism in personal appearance and self-care.
- Maintain personal integrity and a respectful attitude in professional relationships.
- Communicate in a punctual, professional, and friendly manner with parents, colleagues, supervisors, and external community members.
- Collaborate with administration, teachers, and staff.
- Assume other job-related duties assigned by the Director.

Qualifications and Requirements

Education: Bachelor's degree in early childhood education, elementary education, or equivalent.

Experience:

- Accomplished preschool teacher who has teaching experience.
- Ability to develop and implement curriculum, assessments, and utilize instructional best practices.
- Knowledgeable about best practices in implementing educational technology in the classroom.
- Proven years of experience working with young children.

Technology skills:

- iOS operating environment
- MacBook Air devices
- Google Office Suite
- Microsoft Office Suite
- Student information systems
- Education applications for the classroom

Physical requirements:

- Be able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a classroom environment with moderate noise level.

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.
- No relocation or moving assistance.
- Able to work onsite each day.

Compensation & How to Apply

Salary: Salary is based on education and years of experience and ranges between \$45,000 and \$55,000 annualized.

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 holiday, vacation, and sick leave.

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 Preschool Teacher” in the subject line. All submissions will be received in confidence. Applications accepted until the position is filled.

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 will position 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 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 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.

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.