



# ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

<b>Position:</b>	Aide
<b>Reports to:</b>	Preschool Director
<b>Type:</b>	Regular, full-time, non-exempt, hourly
<b>FTE:</b>	1.0
<b>Location:</b>	Queen Emma Preschool, 3019 Pali Hwy
<b>Date:</b>	Immediate

## Position Overview

The preschool aide works with the preschool teacher as a team to implement a developmentally appropriate curriculum in a warm and nurturing learning environment. They are professional, collaborative, and supportive through their contributions. The aide participates actively in professional development opportunities and reflective teaching practices; they are committed to working with all students and celebrate diversity as reflected in our students, faculty, staff, and extended 'ohana. They are comfortable managing the demands and pressures of the position.

The preschool aide will embody St. Andrew's Schools' core values and professional behaviors. This position reports to the preschool director.

## Responsibilities

- Provide for the physical safety and well-being of each child, from arrival to departure.
- Maintain confidentiality in student, staff, and preschool related matters. Demonstrate good judgment concerning sensitive information and maintains confidentiality when needed.
- Help maintain a neat, professional, positive, and welcoming environment and assists students, families, staff, and visitors in a courteous, friendly, and professional manner.
- Work with the preschool teacher to support and implement developmentally appropriate practice in a vibrant, active, and engaging learning environment.
- Collaborate with teachers to implement a student-centered, personalized curriculum to meet the needs of diverse learners based on learning through play.
- 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.
- Support planning and preparation for major events and traditions in Queen Emma Preschool.
- 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.
- Maintain order in the classroom and throughout common campus areas.
- Communicate orally and in writing in a professional and friendly manner with students, parents, administrators, and colleagues about curriculum, children, and child development issues.
- Display a sensitive, cooperative, and flexible demeanor in interactions with others.
- Proactively stay up to date with contemporary pedagogical thinking, strategies, and techniques by reading professional journals and attendance at professional conferences, workshops, and courses.
- Maintain personal integrity and respectful attitude in professional relationships.
- Assume other job-related duties assigned by the director.

## Qualifications and Requirements

**Education:** Associate degree in early childhood education

**Experience:**

- At least one year of work experience in an early learning setting, and experience working with young children is highly preferred.
- Demonstrated knowledge of child development, and developmentally appropriate practices.
- Trained in CPR, First Aid, and AED is desirable.

**Technology skills:**

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

**Physical requirements:**

- Must be able to lift up to 50 pounds.
- Standing, bending, lifting,

**Hiring requirements:**

- Meet DHS licensing 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.
- Recommend COVID-19 and flu vaccination.
- Online training to prevent child sexual abuse required upon hire.

## Compensation and How to Apply

**Wage:** Commensurate with education and experience level, \$14.00 - \$15.00 per hour

**Benefits:** Medical, prescription, dental, and vision benefits, a 403(b)-retirement plan, flexible spending account, group life insurance, professional development, free parking or bus/ Biki pass, paid holiday, school breaks, paid 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](mailto:employment@standrewsschools.org) to apply. Letters may be addressed to “Members of the Search Committee.” Include “St. Andrew’s Schools Preschool Aide” 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 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.

### **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](http://www.standrewsschools.org).