Position: Upper School English Teacher
Reports to: Upper School Principal
Type: Regular, part-time, exempt, salary
FTE: 0.5
Term: SY 2024-2025
Start Date: August 2024

Position Overview

St. Andrew’s Schools is seeking a passionate and dedicated Upper School English teacher. The Upper School English Teacher will be responsible for creating an inspiring, engaging, and challenging curriculum for middle and high school-aged students within a warm and nurturing learning environment. The successful candidate will be able to develop a student’s English language skills, critical thinking ability, and love for literature. The ideal candidate will be well-versed in English, American, and World Literature, possess strong instructional strategies, and be skilled in personalizing instruction.

The Upper School English Teacher will understand how to facilitate learning by developing meaningful curriculum objectives and establishing authentic relationships with students. The teacher is knowledgeable about adolescent children’s physical, intellectual, social, and emotional developmental stages and skillfully engages in developmentally appropriate practices. The teacher can adapt instruction and day-to-day engagement with students to meet each child’s needs in a single-gender context.

The teacher is professional, collaborative, and supportive of the School through her/his contributions and participates actively in professional development opportunities and reflective teaching practices. S/he is committed to working with all students and celebrates the diversity of St. Andrew’s Schools as reflected in our students, faculty, staff, and extended ʻohana. Teachers at St. Andrew’s model flexibility, resilience, integrity, moral courage, a growth mindset, mindfulness, and technological competence to our students in and outside the classroom.

The Upper School English Teacher will embody St. Andrew’s Schools’ vision, mission, values, and professional behaviors.

Essential Duties

- Teach middle and high school English courses.
- Work collaboratively with the school’s English Department Chair to ensure continuity in the vertical articulation of the curriculum.
- Work with students at all experience levels to develop a rich understanding of literature.
- Contribute to the life of the school by supporting school-wide initiatives during upper school community block and activity periods.
- Work with the Upper School Principal and English Department Chair to set learning outcomes and to ensure effective curriculum, instruction, and assessment practices for student learning.
- Demonstrate knowledge of instructional methodologies; proven ability to modify and develop curricular materials to support learning objectives.
- Differentiate instruction to meet the needs of diverse learning abilities and styles.
• 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.

• Integrate meaningful and appropriate use of technology within the curriculum and maintain and update classroom Canvas (website) on a weekly basis.

• Prepare and administer a variety of student assessments; record results; adjust instruction and curriculum to address student learning needs, and provide timely feedback on students’ progress to students, parents, and colleagues.

• 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; implement social and emotional learning (SEL) curriculum.

• Communicate and collaborate with the principals, counselor, and team teachers when students face academic and/or behavioral challenges.

• Discuss students’ academic and behavioral progress and areas for growth with parents/guardians.

• Maintain all records pertaining to student learning, attendance, and student progress.

• Communicate (orally and in writing) in a timely, professional manner with students, parents, administrators, and colleagues about curriculum and student progress.

• Adheres to and promotes St. Andrew’s Schools’ mission, vision, and educational philosophy.

• Engage in regular academic activities, including professional development and orientation days before the first day of school.

• Extracurricular Activities: actively participates in or leads extracurricular activities related to English, such as book clubs.

• Assume other job-related duties as assigned.

**Qualifications and Requirements**

**Education:** Bachelor’s degree in English, education, or a related field (Master’s degree preferred).

**Experience:**

• Previous experience teaching English at the upper school level.
• Strong written and oral communication skills.
• Strong organizational skills and the ability to manage multiple tasks effectively.
• A deep passion for literature and the English language.
• Demonstrated the ability to develop and implement curriculum and assessments and utilize instructional content-specific best practices.

**Technology:**

• iOS operating environment
• MacBook Air devices
• Google Office Suite
• Microsoft Office Suite
• Student information systems

• Education applications for the classroom

**Other qualifications:**

• Demonstrates good judgment concerning sensitive information and maintains confidentiality when needed.
- Displays a sensitive, cooperative, and flexible demeanor in interactions with others.
- Keeps current in contemporary pedagogical thinking, strategies, and techniques by reading professional journals and attending professional conferences, workshops, and courses.
- Demonstrates professionalism through reliability, punctuality, meeting participation, and staff development opportunities.

**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 safeguard children is required upon hire.
- Recommend COVID-19 and flu vaccinations.

**Compensation and How to Apply:**

**Salary:** Based on education and years of experience and ranges between $22,500- $30,000 annualized for 0.5 FTE, which is one-half a 1.0 FTE salary of $45,000-$60,000 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 sick leave and personal days, and school breaks.

**How to Apply:** Email a letter of interest, resume, and three professional references’ names and contact information to employment@standrewsschools.org. Letters may be addressed to “Members of the Search Committee.” Include “St. Andrew’s Schools Upper School English 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**

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.

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 based on 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.