



# ST ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Upper School English Teacher  
Reports to: Upper School Principal  
Type: Regular, Fulltime, 1.0 FTE, Salaried, Exempt  
Term: SY 2025-2026  
Start Date: August 2025

## 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 'ohana. 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. This position reports to the Upper School Principal.

## Essential Duties

- Teaches middle and high school English courses.
- Works collaboratively with the school's English Department Chair to ensure continuity in the vertical articulation of curriculum.
- Works with students at all experience levels to develop a rich understanding of literature.
- Contributes to the life of the school by supporting school-wide initiatives during upper school community block and activity periods.
- Works 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.
- Demonstrates knowledge of instructional methodologies; proven ability to modify and develop curricular materials to support learning objectives.
- Differentiates instruction to meet the needs of diverse learning abilities and styles.
- Creates 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.
- Integrates meaningful and appropriate use of technology within the curriculum and maintains and updates classroom Canvas (website) on a weekly basis.
- Prepares and administers a variety of student assessments; records results, adjusts instruction and curriculum to address student learning needs, and provides timely feedback on students' progress to students, parents, and colleagues.

- Creates 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, implements social and emotional learning (SEL) curriculum.
- Communicates and collaborates with the principals, counselor, and team teachers when students face academic and/or behavioral challenges.
- Discusses students' academic and behavioral progress and areas for growth with parents/guardians.
- Maintains all records pertaining to student learning, attendance, and student progress.
- Communicates (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.
- Engages 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.
- Assumes other job-related duties as assigned.

### **Qualifications**

- Bachelor's degree in English, Education, or a related field (master's degree preferred).
- 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 ability to develop and implement curriculum and assessments, and utilize instructional content specific best practices.
- Computer skills: macOS, Microsoft Office Suite, Google Office Suite, and Student Information Systems such as PowerSchool and Canvas. Knowledgeable about best practices in implementing educational technology in 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.

### **Requirements**

- A background check using a fingerprint scan at an authorized facility is mandatory; employment is conditional until the background check is cleared.
- Online training to prevent child sexual abuse upon hire.
- Recommend COVID-19 and flu vaccinations.
- No relocation or moving assistance.
- Able to report to work onsite each day.

### **Salary:**

Salary is based on education and years of experience and ranges between \$48,000-\$60,000 annualized.

### **Benefits:**

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

## **How to Apply**

To apply, email a letter of interest, resume, and three professional references' names and contact information to [employment@standrewsschools.org](mailto: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.

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 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 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).