



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Grade K-6 Elementary Teacher (SY'26-'27)

OFFICE/CAMPUS: Faculty/Elementary – Bento Campus

REPORTS TO: Principal

STATUS: 10 months, full time (exempt) **SY:** 2026-2027

SALARY RANGE: \$53,000-\$92,646 *compensation commensurate with qualifications

***pay rate reflects the range of pay for faculty which is dependent on education and years of relevant experience.*

PRIMARY PURPOSE: To instruct students and assist them in developing to their highest potential intellectually, physically, emotionally, socially and spiritually.

ESSENTIAL DUTIES/FUNCTIONS:

- Develop and evaluate developmentally appropriate curriculum.
- Design daily lesson plans and materials for the classroom that engage students.
- Implement lesson plans and objectives that scaffold learning and build opportunities for student success.
- Establish a safe learning environment of mutual respect and rapport
- Motivate and challenge children to learn.
- Manage student behavior and administer discipline plans fairly and consistently.
- Monitor student understanding effectively and provide specific feedback
- Evaluate students through formative and summative assessments
- Communicate progress of students via report cards, grade checks, and during parent/teacher conferences affirming our commitment to student achievement, growth, and support.
- Display a teachable and humble spirit
- Collaborate productively with colleagues
- Supervise students (i.e. playground, cafeteria, classroom, and field trips).
- Share the love and faith in Jesus Christ with students.

OTHER DUTIES/FUNCTIONS:

- Plan and implement special events (i.e. Parent Orientation, Ohana Night, etc.)
- Availability for overnight field trips for assigned grade levels.
- Attend meetings, workshops and school functions
- Order supplies, equipment and materials
- Other duties as assigned

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment and Software Use: Computer skills, photocopier, multi-line push button telephone, Smart Board, iPad, Google docs/calendars/forms, Blackbaud
- Work Hours: 7:30 a.m. – 3:00p.m., Monday – Friday. Some weekday after-hours and weekend work may be required. Occasional outside workshops and conferences may be required.
- Mental Demands: Ability to see both overall picture and detail. Ability to do long-range planning. Exercises good judgement, able to make sound decisions, ability to manage multiple projects simultaneously.
- Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to move heavy objects.
- Social Demands: Ability to communicate clearly and effectively with all stakeholders in a friendly and concise way.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Knowledge in core subject area. Understanding of child development. Strong organizational skills. Able to communicate effectively with students and colleagues. Ability to work with a variety of people; team player. Ability to motivate others to reach their fullest potential. CPR, First Aid, and AED training is required.
- Education/Training: Minimum: Bachelor's degree in Education from an accredited college or university.
- Experience: Minimum of three (3) years teaching at the elementary school level preferred.