



POSITION TITLE: Elementary School Teacher – Long-term Substitute
SUBJECTS: ART
STATUS: Full-Time Temporary
FLSA: Exempt
WORK YEAR: School Year 2023-2024
SALARY: \$43,182 - \$57,763 annually
CLOSING DATE: (Internal Candidates) Wednesday, February 7, 2024
(External Candidates) Until Filled

JOB SUMMARY:

Under the direction of the Lower School Principal, the Teacher is responsible for preparing and executing established art lessons plans. Ensures safety and health of all students through active supervision and interactions; establishes a creative, supportive, and positive learning environment for young girls; maintains communication with administration, parents and/or guardians in regard to their child’s development, progress, behavior, and health; completes documentation for each child including their work and progress reports.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in education or related field. (degrees and course credits must be earned from a nationally or internationally accredited college or university)
- One year of teaching art experience at the elementary level – **OR**
- An equivalent combination of education and experience may substitute for the requirements listed above.
- Intermediate proficiency in MS Office (Excel, Word, PowerPoint)
- Report to work obligations to support the department and may require work outside normal business hours, if necessary.
- Must be able to understand, read/ write in English to follow basic instructions, and take, direction from supervisors and clients.
- Must meet training and background check qualifications and comply with Virtus/Safe Environment policy.
- Able to work all required shifts and possible extended hours.

DESIRED QUALIFICATIONS:

- *Bachelor’s degree in early childhood or Elementary Education or related field.*
- Strong knowledge of content area curriculum and instructional methodologies.

OTHER QUALIFICATIONS:

- Experience working with students from diverse backgrounds, in multi-aged environments.
- Experience to demonstrate strong communication and interpersonal skills.
- Good interpersonal and communication skills; strong organization skills; handling multiple tasks and projects, and good judgement.
- Excellent interpersonal and customer service skills.
- Strong supervisory and leadership skills with the ability to effectively train others.
- Demonstrated ability to protect and maintain confidential information.

- Successful candidate will be able to work in an environment that utilizes excellent time and stress management skills.

KEY RESPONSIBILITIES:

1. Classroom Management (80%)

- Supports student learning and development through written, verbal and hands- on coaching and modeling in a positive and supportive manner.
- Work in close harmony with the administration and with each other.
- Be responsible for the assigned students' instruction.
- Responsible for the immediate supervision and safety of students during class time, advisory, the assigned time of supervision duty, and on off-campus school excursions.
- Review and administer correction in cases of student misconduct.
- Require mannerly and respectful behavior from students.
- Respect individual differences among students and formulate plans for providing for these differences; Attend all faculty, department and parent-teacher meetings.
- Be responsible for the cleanliness of the classroom.
- Attend and help supervise students at Mass and religious celebrations as well as any school sponsored program.
- Maintain high standards of professional and personal conduct, including on-line presence.
- Communicate via email or phone with students only for school-related concerns.

2. Administrative (10%)

- Prepare lessons plans, if needed.
- Keep accurate records of attendance and class work, submitting student evaluations, including report cards and grade updates, at scheduled times.
- Distribute and collect required forms, records or correspondence.

3. Performs other related duties as assigned (10%)

- Serves as community relations liaison for company.
- Actively participates as an effective member of the team by completing assigned duties, accepting additional assignments or reassignments.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.

Mission Statement

Sacred Hearts Academy is a Catholic college preparatory school which provides girls and young women an exceptional education, the experience of God's compassionate love revealed in the Hearts of Jesus and Mary and the inspiration to become leaders for their communities and the world.

Vision Statement

The Academy is committed to provide an exemplary educational experience for Hawai'i's girls and young women which is grounded in the Catholic and Christian values of the founding Sisters. While laying a firm, academic foundation, this experience also focuses on helping its students to develop and thrive socially and emotionally, as leaders and change-makers, as confident creators and innovators, as caring and empathetic contributors focused on making their communities and the world a better place.

BACKGROUND:

As a Catholic, independent school for students in grades Pre-School to 12, Sacred Hearts Academy provides an outstanding college-preparatory education for young girls. Caring teachers, small classes, a rich and varied curriculum, and lively, enthusiastic students make the Academy unique. Along with its quality academic program, the Academy focuses on character and values, cooperation, mutual respect and service. Our school is a place where young women learn to listen, question, challenge, probe and gain the knowledge and confidence that will allow them to think for themselves and make good decisions. We believe that excellence in education enables students to value themselves as individuals, while at the same time preparing them to participate with confidence in a complex and changing society.

The Academy is accredited by the Western Association of Schools and Colleges (WASC), Western Catholic Education Association (WCEA) and the Hawai'i Association of Independent Schools (HAIS). It is a given that the girls at Sacred Hearts will receive an outstanding academic education, but most important, the faculty, staff, alumnae and families value the fact that the students are surrounded by people who care about them and care about one another.

How to Apply:

Sacred Hearts Academy

3253 Waialae Ave.

Honolulu, HI 96816

Attn: Human Resources

HRServices@sacredhearts.org