



Position Title

Pre-K3 Instructor (Part-Time)

Salary

Starting at \$19/hr (approximately \$9,310)

Supervisor

KHA Administration

Time Commitment

8:30am-3:40pm on campus on Mondays and Thursdays for the 2026-2027 academic year.

Responsibilities:

- Executes all lesson plans and follows daily schedule provided by KHA in the classroom on school days
- Implements behavior management system and enforces KHA standard of behavior
- Strives to use all moments of the day as teachable moments in math, language, and social emotional skills
- Leads circle learning time and prayer time
- Coordinates nap time
- Takes students outside for recess
- Provides guidance to assistants
- Ensures students are supervised at all times throughout the school day
- Sends weekly parent email updates
- Responds to parent emails within 24 hours and regularly communicates academic needs and concerns to parents
- Assists children with using the restroom if needed following safe environment standards and protocols
- Must be available for mandatory staff training in August (dates TBD)

Requirements

- Bachelor's degree or advanced degree in an education-related field OR bachelor's degree in any field with teaching license or certification strongly preferred but not required.
- 1+ years of teaching experience strongly preferred. Hybrid school or homeschool experience preferred but not required.
- Practicing Catholic able and willing to sign an Oath of Fidelity to the Magisterium of the Catholic Church.

Benefits

- Free, onsite nursery for children under three years of age on August 15, 2026