



Position Title

First Grade Instructor (Part-Time)

Salary

Starting at \$20/hr (approximately \$10,160)

Supervisor

KHA Administration

Time Commitment

8:30am-3:40pm on campus on Mondays and Thursdays and approximately 1-2 hours working from home per week for the 2026-2027 academic year.

Subjects

- Math
- English Language Arts (Phonics, Reading, Writing, Grammar)
- Religion
- History
- Science

Responsibilities

- Executes all lesson plans provided by KHA in the classroom on school days
- Assesses student reading levels using the Developmental Reading Assessment
- Creates differentiated reading groups, gathers materials for reading groups, and implements lessons to match reading needs
- Communicates with administration about lesson plans to coordinate if pacing needs to be adjusted
- Implements KHA virtue recognition program and enforces KHA standard of behavior
- Effectively uses provided grading and communication platforms
- Ensures students are supervised at all times throughout the school day
- Sends weekly parent email updates
- Submits grades by deadlines given by KHA administration
- Adheres to staff and school procedures and policies
- Responds to parent emails within 24 hours and regularly communicates academic needs and concerns to parents
- Regularly strives to execute KHA mission and visions amongst peers, students, and parents
- 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