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**Position Title**

Specials Instructor (Part-Time)

**Salary**

Starting at \$18/hr

**Supervisor**

KHA Administration

**Time Commitment**

Varies on Mondays and Thursdays

**Subjects**

- Fine Arts (Art, Music, Drama, etc.)
- STEM

**Responsibilities**

- Collaborates with KHA to create lesson plans for the year for preschool through 4th grade
- Submits supply requests in advance
- Effectively uses provided communication platforms
- Implements behavior management system
- Implements KHA virtue recognition program and enforces KHA standard of behavior
- Ensures students are supervised at all times throughout the school day
- Adheres to staff and school procedures and policies
- Responds to parent emails within 24 hours and regularly communicates 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
- 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