



# OUR LADY OF VICTORY ELEMENTARY SCHOOL

Date Posted: 11/22/2023

Send resume to: Name: Human Resources, OLV National Shrine &  
Basilica/OLV Elementary School  
Address: 780 Ridge Rd. Lackawanna, NY 14218  
Email: [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Type of Employment: Summer: ☐ Part-Time ☒: If part-time, # of hours per week Full-Time: ☐

Job Title of Open Position: Long-Term Substitute Teacher

Salary: \$120.00 per diem Salary will be: ☐ hourly ☒ other

Employer: Buffalo Public Schools via OLV National Shrine & Basilica Department OLV Elementary School

Location Address: 2760 South Park Ave. Lackawanna, NY 14218

Employer website: <http://www.ourladyofvictoryelementary.org>

**POSITION SUMMARY:** We are searching for a confident and experienced long term substitute teacher to join our team now through April 2024.

The substitute teacher is responsible for providing instruction, classroom management, and promoting student learning in the absence of the teacher. He/She will demonstrate the competencies and behaviors needed to assist the teacher in improving student preparedness and mastery and to support the core values, vision, and mission of OLV Elementary School.

**REPORTS TO:** Principal

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages classroom activities, follows procedures to achieve daily lesson goals.
2. Adheres to curriculum and lesson plans, assigned by regular teacher and that is aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
3. Utilizes a variety of effective instructional and management techniques.
4. Provides a variety of assessments and uses assessments for planning and instruction.
5. Provide consistent, immediate feedback to student learning and asks analytical questions that elicit students' responses that incorporate prior knowledge, life experience and interests that are directly related to the content objective.
6. Works to create and maintain a student-centered classroom where students are engaged participants in their own learning.

7. Assigns and explains daily homework.
8. Takes attendance and daily documents notes on activities and accomplishments that provides a report for the teacher when they return.
9. Maintains a safe, clean, organized classroom, which supports students' independent learning, collaboration, and choice.
10. Uses available technology/instructional media to enhance the students' learning experiences.
11. Comply with all school regulations and policies.
12. Oversees students outside of classroom in hallways, etc.
13. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
14. Other duties as assigned.

**SKILLS:**

1. Demonstrated ability to interact positively with others and build relationships with students, parents, and co-workers.
2. Ability to manage classroom effectively.
3. Ability to prioritize, multi-task and organize work responsibilities.
4. Ability to differentiate instruction to a wide range of learning styles and needs.
5. Work effectively within a team environment, collaborate with others.
6. Strong written and verbal communication skills
7. Organized, ability to follow instructions, document information.
8. Knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook)

**REQUIRED AND PREFERRED EDUCATION and/or EXPERIENCE:**

1. Bachelors or Master's degree in Childhood Education or education background preferred
2. New York State Teaching Certificate, preferred.
3. Strong communication and interpersonal skills
4. Organized, ability to follow instructions, document information.
5. Ability to manage classroom effectively.

**WORK SCHEDULE:**

Schedule is Monday-Friday 7:30am-3:00pm with a ½ hour lunch.

Pay: \$120-\$150/day, depending on experience

**PHYSICAL REQUIREMENTS OF THE POSITION:**

The physical demands are representative of those to perform the essential functions of this job with or without reasonable accommodation(s):

Must be able to stand, walk and sit, climb stairs, and lift ten pounds.

***Please email resume and cover letter to:***

olv-careers@olvcharities.org

Or send cover letter along with resume to:

OLV Charities

Human Resources Department

780 Ridge Road

Lackawanna, NY 14218

OLV National Shrine and Basilica/OLV Elementary School

Human Resources Department

780 Ridge Road; Lackawanna, NY 14218

E.O.E.

How to Apply: By Mail ☒ E-Mail ☒ Fax ☐ as above, no later than **ongoing**