



A Brighter World One Child at a Time.  
PRE-K 3 - GRADE 3

**Our Lady of the Blessed Sacrament School**  
**20 French Rd.**  
**Depew, NY 14043**

**Phone: 716.685.2544**

**Email: [info@school.olbsdepew.org](mailto:info@school.olbsdepew.org)**

**Fax: 716.685.9103**

**Website: [school.olbsdepew.org](http://school.olbsdepew.org)**

## Job Posting Form

Date Posted: February 20, 2024

Send resume to: Name: Mrs. Nancy Kindred, Principal  
Address: OLBS School  
20 French Road  
Depew, NY 14043  
Email: [nkindred@school.olbsdepew.org](mailto:nkindred@school.olbsdepew.org)

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

Job Title of Open Position: Long-term Substitute PK 3 Teacher Aide February - June 2024

Salary: \$15.00 Salary will be:  hourly  other

Employer: Our Lady of the Blessed Sacrament School Department \_\_\_\_\_

Location Address: 20 French Road, Depew, NY 14043

Employer website: <https://www.olbsdepew.org>

### **Brief Job Description**

- Friendly, nurturing, and patient individual who enjoys working with young children.
- Provide assistance to the OLBS Catholic School staff and students in a team environment.
- Long-term substitute teacher aide from February - the end of the school year in June 2024.
- Hours of work: 7:00 am - 2:30 pm, school days.

### **Essential Duties & Responsibilities:**

- Assist and lead small group lessons and activities
- Be physically able to sit on the ground with students
- Supervise and assist students during breakfast, lunch and restroom breaks
- Team player, able to take direction when required, but also demonstrates initiative
- Assist with arrival and dismissal procedures

### **Qualifications: Degree Requirements/Experience**

- High School Diploma required
- Associate's Degree in Early Childhood preferred
- Experience working in a preschool environment (preferred)
- Completion of background checks and VIRTUS training (required)

### **Desired Skills**

- Practicing member of the Catholic Church (preferred)
- Ability to maintain confidentiality in all matters
- Ability to solve practical problems
- Strong communication skills, able to communicate effectively with staff and families
- CPR and First Aid certification
- Professional in appearance and attitude

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, ASAP