



Date Posted: 1/14/22

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

Type of Employment: Summer: Part-Time If part-time, # of hours per week up to 35 hours Full-Time:

Job Title of Open Position: Substitute Teacher Pre K - 8

Salary: _____ Salary will be: hourly other

Employer: OLV National Shrine & Basilica Department OLV Elementary School

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

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

Brief Job Description

We are currently searching for confident and experienced substitute teachers to join our team. If you are a friendly and competent professional with interest in education, then we are interested in you.

A substitute teacher is responsible for providing instruction, classroom management, and promoting student learning in the absence of the teacher. They 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.

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

Essential Duties & 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. Assigns and explains daily homework
4. Takes attendance and daily documents notes on activities and accomplishments that provides a report for the teacher when they return

5. Maintains a safe, clean, organized classroom, which supports students' independent learning, collaboration and choice.
6. Complies with all school regulations and policies.
7. Oversees students outside of classroom in hallways, etc.
8. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
9. Performs other duties as assigned

Qualifications: Required Education/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. Previous experience working with children and providing instruction in a school setting preferred.
6. Ability to manage classroom effectively

Desired Skills

1. Demonstrated ability to interact positively with others
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)

E.O.E.

How to
Apply:

By Mail E-Mail Fax as above, no later than **ongoing**