



OUR LADY OF VICTORY ELEMENTARY SCHOOL

Date Posted: 9/9/20

Send resume to: ourladyofvictoryhr@gmail.com

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

Job Title of Open Position: Pre-Kindergarten Teacher Aide

Salary: Commensurate upon experience/education

Employer: OLV Elementary School

Location Address: 2760 S. Park Avenue Lackawanna, NY

Employer website: www.ourladyofvictoryelementary.org/

Job Description

1. Assists in creating lesson plans, aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
2. Helps to maintain a safe, organized classroom, which supports students' independent learning, collaboration and choice.
3. Assists in utilizing a variety of effective instructional and management techniques.
4. Helps in providing a variety of assessments for planning and instruction.
5. Provides consistent, positive feedback to students to support their learning
6. Assists in monitoring and maintaining a positive classroom environment that supports the school wide behavior expectation in which most students are engaged, incorporates mutual respect and provides cooperative learning opportunities.
7. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
8. Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
9. Attends and participates in staff meetings and extra-curricular/school related activities and committees.
10. Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional responsibilities.
11. Assists the teacher in any way to make the classroom run smoothly and successfully throughout the year.
12. Perform other duties as assigned

Monday through Friday – September to June; 7:30 AM to 3:00 PM with a ½ hour lunch

Qualifications: Degree Requirements/Experience

- High School diploma required
- Experience working with children or education background preferred.

Desired Skills

- Ability to prioritize, multi-task and organize work responsibilities
- Strong written and verbal communication skills
- Demonstrated ability to interact positively with others and build relationships with students, parents and co-workers
- Organized, ability to follow instructions, document information
- Ability to manage classroom effectively
- 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 **asap**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)