Date Posted: ___8/19/21___

Send resume to: Name: OLV National Shrine & Basilica, Human Resources
Address: 780 Ridge Rd. Lackawanna, NY 14218
Email: 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 Pre-K Substitute Teacher___

Salary: ___TBD___ Salary will be: ☐hourly ☒ other

Employer: ___OLV Elementary School___ Department ___

Location Address: ___2760 S. Park Ave, Lackawanna, NY 14218___

Employer website: ___www.ourladyofvictoryelementary.org___

Brief Job Description

A long term substitute from September through November 2021; Demonstrate the competencies and behaviors needed to foster growth, student preparedness and mastery for future success in school and to support the core values, vision, and mission of Our Lady of Victory School.

Essential Duties & Responsibilities

1. Demonstrates mastery of related subject matter, instructional skills, and resource materials for course(s) taught.
2. Creates lesson plans, aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
3. Maintains a safe, organized classroom, which supports students' independent learning, collaboration and choice.
4. Utilizes a variety of effective instructional and management techniques.
5. Provides a variety of assessments and uses assessments for planning and instruction.
6. 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.
7. Works to create and maintain a student centered classroom where students are engaged participants in their own learning.
8. Monitor and maintain 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.
9. Uses available technology/instructional media to enhance the students' learning experiences.
10. Teach children about core concepts, such as numbers, letters, shapes, and colors.

11. Use creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.
12. Plan/follow a curriculum that addresses early childhood education requirements.
13. Encourage and monitor social interactions between children.
14. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
15. Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
16. Attends and participates in staff meetings and extra-curricular/school related activities and committees.
17. Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional responsibilities.
18. Performs other duties as assigned

Qualifications: Required Education/Experience

- Bachelor's degree required, New York provisional or permanent teaching certification in Early Childhood education preferred.

- Previous experience working with children and providing instruction in a school setting preferred.

Desired 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)

E.O.E.

How to Apply: Send Resume &
employment Application   By Mail ☒   E-Mail ☒   Fax ☐ as above, no later than **asap**