

# **Long Term Substitute Teacher**

## **ELA Grades 5-8**

### **OLV Elementary School**

#### **POSITION SUMMARY:**

We are searching for a confident and experienced long term substitute teacher to join our team now through June 2024.

The substitute teacher is responsible for lesson planning, providing instruction, classroom management, monitoring and reporting student progress, 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.

#### **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. Complies 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

**Schedule:**

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

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

***Please email resume and cover letter to:*** [olv-careers@olvcharities.org](mailto:olv-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV Charities  
Human Resources Department  
780 Ridge Road  
Lackawanna, NY 14218