



Date Posted: September 6, 2019

Title of Position: Building Substitute

Type of Employment: Full-Time

Salary: Commensurate upon experience/education

Employer Name: Our Lady of Victory Elementary School

Employer Contact Name and Title: Carolyn Kraus, Principal

Employer Website: www.ourladyofvictory.org

Job Description: A Permanent building substitute teacher is responsible for providing instruction, classroom management, and promoting student learning in the absence of the teacher. On days when all teachers are present the building substitute will assist the faculty with co-teaching tasks in the classroom. 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 Our Lady of Victory School.

Essential Duties and Responsibilities:

- Take over instruction and classroom tasks for faculty members when they cannot be present in the classroom.
- Assists with lesson plans, aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
- Helps to maintain a safe, organized classroom, which supports students' independent learning, collaboration and choice.
- Assist in utilizing a variety of effective instructional and management techniques.
- Helps to assist in providing a variety of assessments for planning and instruction.
- Assist 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.
- Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.

- Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
- Attends and participates in staff meetings and extra-curricular/school related activities and committees.
- Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional responsibilities.
- Assist the teacher in any way to make the classroom run smoothly and successfully throughout the year.

Required Education, Knowledge, Skills and Abilities:

Bachelors or Master's degree in Elementary Education

New York State Teaching Certificate, preferred

Strong communication and interpersonal skills

Proven ability to effectively interact with Parents, Teachers and School Administrators

Proficient in Microsoft Office Suite

EOE/How to Apply:

By MAIL: Our Lady of Victory Elementary School
2760 South Park Avenue
Lackawanna, NY 14218
Attn: Carolyn Kraus

E-Mail: ckraus@ourladyofvictory.org

Please include: Résumé, [employment application](#) and [teacher application supplement](#)
(if applicable) NO LATER THAN 10/31/2019