



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: Building Substitute Teacher; Pre-K through 8

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. Handles instruction and classroom tasks for faculty members when they cannot be present in the classroom.
2. Adheres to curriculum and lesson plans assigned by the regular teacher
3. Follow procedures and achieve daily lesson goals
4. Assign and explain daily homework
5. Helps to maintain a safe, organized classroom, which supports students' independent learning, collaboration and choice.
6. Manages classroom activities including monitoring and maintaining a positive classroom environment that supports the school wide behavior expectation where students are engaged, demonstrate mutual respect and provides cooperative learning opportunities
7. Oversee students outside the classroom in the hallways etc.
8. Comply with all school regulations and policies
9. Take attendance and document daily notes
10. Ensure classroom is kept clean and orderly
11. Compile a report at the end of the day for the teacher for his/her return.
12. For a long term assignment, develop lesson plans and assignments consistent with the regular teacher's past lesson plans.
13. Uses available technology/instructional media to enhance the students' learning experiences.
14. Performs 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
- Bachelors or Master's degree in Childhood Education preferred
- Experience working with children and instruction, whether in the form of past substitute teaching assignments or in related roles such as Daycare Assistant, tutor, etc. required

Desired Skills

- Ability to lead and instruct students of all ages
- Ability to manage classroom effectively
- Ability to prioritize, multi-task and organize work responsibilities
- Strong English written and verbal communication skills
- Demonstrated ability to interact positively with others and build relationships with students, parents and co-workers by communicating in a tactful, courteous, and confidential manner.
- Organized, ability to follow instructions, document information
- Knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to utilize a Smart Board in the Classroom

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)