



Date Posted: 9/15/2023

Send resume to: Name: OLV Human Resources  
Address: 780 Ridge Road, 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: Substitute Teacher

Salary: \$100.00 - \$120.00 per day, based on experience Salary will be:  hourly  other

Employer: OLV National Shrine & Basilica/ OLV School Department OLV School

Location Address: OLV Human Resources, 780 Ridge Road, Lackawanna, NY 14218

Employer website: olv-careers@olvcharities.org

### **Brief Job Description**

We are currently searching for confident and experienced substitute teachers to join our team. If you are a friendly and competent professional with an interest in education, then we are interested in you.

A substitute teacher is responsible for providing instruction, classroom management, and promoting student learning in the absence of the teacher. They 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 & Responsibilities**

- Manages classroom activities, follows procedures to achieve daily lesson goals.
- 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.
- Assigns and explains daily homework.
- Takes attendance and daily documents notes on activities and accomplishments that provides a report for the teacher when they return.
- Maintains a safe, clean, organized classroom, which supports students' independent learning, collaboration, and choice.
- Complies with all school regulations and policies.

- Oversees students outside of classroom in hallways, etc.
- Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
- Performs other duties as assigned.

**Qualifications: Required Education/Experience**

- Bachelors or Master's degree in Childhood Education or education background preferred
- New York State Teaching Certificate, preferred.
- Strong communication and interpersonal skills
- Organized, ability to follow instructions, document information.
- Previous experience working with children and providing instruction in a school setting preferred.
- Ability to manage classroom effectively.

**Desired Skills**

1. Demonstrated ability to interact positively with others
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)

How to Apply: By Mail  E-Mail  Fax  as above, no later than **XX/XX/XXXX**