



Date Posted: July 16, 2024

Send resume to: Name: Mary Damico  
Address: 839 Mill Road West Seneca, NY 14224  
Email: mdamico@qofhschool.org

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: 3<sup>rd</sup> Grade Teacher

Salary: Union Salary Scale based on years of classroom experience and education--\$35,842 - \$40,046 Salary will be:  hourly  other

Employer: Queen of Heaven School Department

Location Address: 839 Mill Road, West Seneca, NY 14224

Employer website: www.qofhschool.org

### **Brief Job Description**

Certified, joyful instructor to help students fall in love with learning in the classroom. Content specific teaching: Math, Science, and Religion. The successful candidate will use the Next Gen standards and Best Practices to infuse rigor with compassion, care, Catholic values, and structure.

### **Essential Duties & Responsibilities**

- Homeroom duties which include but are not limited to: attendance, lunch count, community relations, progress monitoring, and successful accommodations for IEP/504 students
- Short- and long-term planning using testing and benchmark data to drive instruction
- Integrates Church and Catholic social teaching throughout curriculum
- Participates in faith formation experiences; is active in the faith life of the school
- Ensures that prayer is a regular part of classroom and school procedures
- Works collaboratively with other faculty and administrators to ensure a comprehensive program that meets student needs
- Uses computer/technology and/or other available instructional resources to enhance learning
- Arranges appropriate field trips when applicable and within budget allocations
- Provides multiple learning opportunities for students to demonstrate/accomplish learning goals
- Maintain compliance with Safe Environment requirements through attendance at a diocesan
- Safe Environment workshop and completion of ongoing training requirements as assigned

- Follows and enforces school procedures and policies
- Sets, enforces and shares behavioral and work standards with students and parents/guardians
- Uses clear and correct language in spoken and written communication to students and parents
- Respects the legality and confidentiality of documentation, record-keeping and communication
- Exhibits personal behaviors that promote student learning including punctuality, regular attendance, sense of humor, initiative, energy and enthusiasm
- Exhibits professional behavior that affects student learning, professional dress, mature judgement, fairness, poise and self-control
- Models professional behavior when utilizing social media
- Supervises students inside and outside the classroom in accordance with the regulations established by the school

**Qualifications: Required Education/Experience**

- Bachelor’s degree leading to Master’s degree
- New York State permanent certification or Professional Certification

**Desired Skills**

- Use of technology as a teaching and learning tool—Google is a plus!
- Ability to work with students meeting their individual educational needs
- Ability to be a team player
- Forward thinker that looks for continuous improvement, creative approaches to teaching Techniques
- Flexibility with approach to teaching to meet individual learning styles

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than 08/01/2024