



Date Posted: 03/21/2023

Send resume to: Name: Kathryn McIntyre
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Tonawanda, NY 14150
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Type of Employment: Summer: Part-Time : If part-time, # of hours per week Full-Time:

Job Title of Open Position: 4th Grade Long Term Substitute - Elementary School Teacher

Salary: \$120.00 a day Salary will be: hourly other

Employer: Saint Amelia School Department Teacher

Location Address: 2999 Eggert Rd.
Tonawanda, NY 14150

Employer website: www.stameliaschool.org

Brief Job Description

The primary purpose of this position is to teach young children and encourage academic achievement, as well as support the core values, mission and vision of Saint Amelia School. Teachers are responsible for the welfare and safety of the students under supervision.

Essential Duties & Responsibilities

CATHOLIC DIMENSION:

- 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
- Provides opportunities for Christian service learning as part of the curriculum
- Demonstrates an understanding of Catholic identity
- Participates in adult faith formation and professional development opportunities
- Effectively uses catechetical methods
- Creates sacred ground as part of the classroom environment
- Leads daily prayer and participates in school liturgies
- Participates in First Holy Communion preparation of students

CURRICULUM/INSTRUCTIONAL:

- Follows NYS Technology standards and Diocesan curriculum to ensure implementation of appropriate teaching methodologies and new developments in specific areas such as: math, literacy, technology, digital literacy, interdisciplinary teaching
- Follows initiatives related to new developments in the educational areas of research, psychology, child development, curriculum and co-curricular activities
- Implements all accommodations and services for students with exceptional needs as stated with IEP and 504 plans
- Continuously assesses progress, monitoring all students, utilizing data from NYS assessments, standardized testing and classroom performance to implement research based strategies to provide appropriate, meaningful instruction
- Introduce critical basic skills in reading, writing, and math
- Participates in a professional learning community in the school
- Maintains lesson plans that are clear, complete and up to date
- Plans lessons addressing students' learning styles, prior knowledge and skills that promote and encourage learning for students of varying abilities
- Uses computer/technology and/or other available instructional resources to enhance learning
- Enters grades into eSchool in a timely manner
- Arranges appropriate field trips when applicable and within budget allocations, obtaining authorization from principal
- Provides multiple learning opportunities for students to demonstrate/accomplish learning goals
- Guides students to understand how concepts/content are relevant to their lives

CLASSROOM MANAGEMENT:

- 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
- Establishes and maintains consistent procedures for group work, transition time and non-instructional activities in the classroom and the school
- Preplans activities of the class with regard to materials, use of time, and scope of program
- Monitors student behavior at all times; responds to behavior in an effective and sensitive manner using positive reinforcement or appropriate consequences
- Oversees distribution and return of textbooks and supplemental student materials ; completes an inventory of materials and equipment in the classroom as needed
- Ensures all necessary materials are available for substitute teachers including class roster, outline of program planned for the day; location of records, seating chart if applicable and any extra duty assignments

PROFESSIONALISM:

- Establishes and maintains appropriate relationships with students, parents, staff and community members by communicating in a tactful, courteous, and confidential manner
- 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 judgment, fairness, poise and self-control
- Models professional behavior when utilizing social media
- Reads and keeps current on theory and educational best practices; seeks and participates in opportunities for professional growth

PRINCIPAL ASSIGNMENTS:

- Attends faculty meetings, department chair meetings and other administrative meetings as requested
- Reviews emergency drills and procedures with students
- Completes reports and surveys as requested and submits budget request to principal annually
- Performs responsibilities with integrity, honoring confidences and loyalties ascribed to and required of a faculty position
- Other duties as requested by principal

STUDENT/BEHAVIOR MANAGEMENT:

- Supervises students inside and outside the classroom in accordance with the regulations established by the school
- Responsible for tracking attendance and procedures related established by school administration

Qualifications: Required Education/Experience

- Bachelor's degree
- New York State permanent certification or Professional Certification

Desired Skills

- Ability to work with students and maintain a high level of patience while 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
- Ability to problem solve working cooperatively with others to do so
- Understands basic technology as it relates to classroom performance, eSchool, laptop etc.
- Possess strong interpersonal skills, diplomatic and collaborative style of decision making skills
- Incorporates real life problem solving lessons into curriculum
- Ability to keep informed about innovations and programs with respect to the teaching of ELA

TECHNOLOGICAL SKILLS DESIRED:

- Computer literate including working knowledge of Microsoft Office
- Overall comfort with computer applications

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **04/01/2023**