



Date Posted: 12/9/22

Send resume to: Name: Caroline Dunmore
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Type of Employment: Summer: Part-Time: If part-time, # of hours per week: Varies Full-Time:

Job Title of Open Position: School Substitutes

Salary: \$14.50/hour Salary will be: hourly other

Employer: Saint Benedict's School Department _____

Location Address: 3980 Main Street
Amherst, NY 14226

Employer website: <https://stbenschool.org/>

Brief Job Description

School substitutes will be contacted on an as-needed basis to fill in for various positions around the school. This could range from a Pre-K teacher or aide to a Middle School teacher or a Specials teacher. The substitute should fulfill the essential duties of the instructional teacher for the day – taking attendance, giving a lesson, monitoring students, etc.

Essential Duties & Responsibilities

- Managing students
- Teaching the lesson left by the teacher
- Walking students to and from their other classes (elementary)
- Following directions in the sub plans

Qualifications: Required Education/Experience

- High school required

Desired Skills

- Communication
- Technology
- Organization
- Compassion

E.O.E.

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