



Date Posted: December 10, 2021

Send resume to: Name: Janet Larson  
Address: 2999 Eggert Road  
Tonawanda, NY 14120  
Email: [jl Larson@stameliaschool.org](mailto:jl Larson@stameliaschool.org)

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

Job Title of Open Position: Long Term Substitute – Middle School Science (January 2022-June 2022)

Salary: 120.00/day Salary will be:  hourly  other

Employer: St. Amelia School Department Teacher

Location Address: 2999 Eggert Road, Tonawanda, NY 14150

Employer website: [www.stameliaschool.org](http://www.stameliaschool.org)

### **Brief Job Description**

The primary purpose of this position is to provide science lessons for grades 5-8 that are engaging and innovative and allow students to grow academically, socially and emotionally. 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

#### **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

- Participates in a professional learning community in the school
- Maintains lesson plans that are clear, complete and up to date
- Plans lessons addressing student 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, while working with team members, obtaining authorization from principal
- Follow criteria designated to choose advanced level students
- 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 text books 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 judgement, 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

#### **NYS testing program related duties**

- Test preparation to support state requirements
- Prepares test materials
- Assembles and distributes test materials

**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; specialization in Science preferred
- New York State permanent certification or Professional Certification

**Desired Skills**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- 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
- 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

**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 **12/17/2021**