



Date Posted: August 16, 2022

Send resume to: Name: Kathryn McIntyre  
Address: 2999 Eggert Road  
Tonawanda, NY 14150  
Email: [kmcintyre@stameliaschool.org](mailto:kmcintyre@stameliaschool.org)

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

Job Title of Open Position: LT Substitute, Middle School Social Studies, grades 6-8

Salary: Starting at \$27,000 Salary will be:  hourly  other

Employer: Saint Amelia School Department Teacher

Location Address: 2999 Eggert Road  
Tonawanda, NY 14150

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

**Position Summary:** St. Amelia School has an immediate opening for a long-term substitute teacher for junior high, grades 6-8, Social Studies. This long-term assignment will continue through the end of the school year. Our substitute teachers provide instruction, maintain a positive learning environment and maximize classroom learning while facilitating lesson plans.

**Essential Duties of the Position** – the following duties reflect the types of work this position requires with or without reasonable accommodations.

**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:**

- Collaborate with the team to assist in the identification of best practices for individual students and groups of students to best meet their needs
- Provide non-evaluative classroom observation and feedback, modeling, and other supportive assistance necessary related to the implementation of differentiated instruction
- Identify and utilize effective progress monitoring tools
- Analyze data, identify trends, and support teachers to adjust instruction based on data
- Assist teachers with student assessments and analyze student work
- Participate in Intervention Support Team (IST) meetings to assist in coordination of intervention services for students receiving intervention services
- Work with parents and teachers to design, implement and monitor intervention plans for every student that best fit the child's needs
- Participate in grade level team meetings; student support teams and whole school meetings as requested
- Prepare reports for parents, teachers and principals as assigned
- Participate in evaluations of the intervention plan

**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

**Professionalism:**

- 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 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:**

- Completes reports and surveys
- Attends faculty meetings, department chair meetings and other administrative meetings as requested
- Reviews emergency drills and procedures with students
- 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

### **Education Required:**

- Bachelor's degree leading to Master's degree
- New York State permanent certification or Professional Certification
- Candidates currently in school completing certificate requirements considered **Experience preferred in the area designated with certification**

### **Knowledge, skills and abilities required, specific to Intervention Specialist position:**

- 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
- Incorporates real life problem solving lessons into curriculum
- Assesses students and groups of students using various test results to help determine placement.
- Uses data, such as progress reports and areas of trouble, to provide instruction to students and bring their skills up to grade-level.
- Monitors the progress of his or her entire caseload, maintains records and communicates with parents and teachers.
- Attends and participates in ongoing training sessions, data analysis meetings and workshops.
- Works with a team to help identify the best practices for individual students and groups of students.
- Provide input regarding the development and implementation of an intervention plan.
- Works with teachers and principals to teach the intervention tactics.
- Prepares reports for parents, teachers and principals regularly.
- Attends the appropriate training to improve knowledge and skills.
- Participates in evaluations of the intervention plan.
- Understands basic technology as it relates to classroom performance, eSchool, laptop etc.

### **Technological Skills Desired:**

- Computer literate, including working knowledge of Google Platform
- Overall comfort with computer applications

### **Ergonomic Requirements**

The functions of this position usually are performed standing and sitting, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Necessary tasks involve working on a computer keyboard, computer software applications, and extensive wrist and hand movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

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How to Apply: By Mail  E-Mail  Fax  as above, no later than **08/31/2022**