

Date Posted: September 2023

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

Job Title of Open Position: Building Substitute

Salary: 14.20 an hour \_\_\_ Salary will be:  hourly  other

Employer: Saint Amelia School Department Teacher

Location Address: 2999 Eggert Road, Tonawanda, NY 14150

Employer website: www.stameliaschool.org

**Position Summary:** The primary purpose of this position is to work directly with students to reinforce learning under the direction of consulting and/or regular school teachers in the performance of their instructional functions by performing varied duties associated with the teaching process and/or working with students that require assistance through the special education program, to reinforce what teachers have already taught. An Aide may be assigned to an exceptional needs student situation as necessary.

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

#### **Description of Duties**

- Assist and lead small group lessons and activities
- Be physically able to sit on the ground/floor with students
- Supervise students during lunch and restroom breaks
- Team player, able to take direction when required, but also demonstrates initiative
- Assist with arrival and dismissal procedures
- Supports the Church's spiritual and pastoral mission
- Maintains compliance with Safe Environment requirements through attendance at a diocesan Safe Environment workshop and completion of ongoing training requirements as assigned
- Aids students with IEP's and 504 plans such as scribing for students; reading tests/ exams, providing class notes, etc.
- Helps maintain an instructional environment conducive to teaching and learning
- Provides help with technical equipment, assistive technology, audio/visual programs
- Helps teachers in maintaining files, correction of papers, recording of grades, maintaining files and recording daily progress related to behavioral and/or academics of students for statistical information as necessary
- May lend a hand in the preparation of instructional materials, morning attendance, maintaining missing work folders for absent students, collecting homework and assignments
- Provides supervision in hallways, lunchroom, recess, field trips or when teacher is out of the classroom, and specials as needed
- May help teachers in the library, computer lab, music class, art class, etc.
- Helps in organizing classrooms, supply room and storage rooms
- Escorts students needing discipline
- Bus duty with outside supervision of children entering school; supervision inside building and as the children are moving through halls

- Aid students with health related needs when necessary such as epipen; serving as diabetic escort, etc
- Other duties as requested by supervisor or principal

**Education Required:** High School Diploma or GED

**Experience Required:** Minimum of one (1) year work-related experience. It is helpful to have experience with and/or comfort level with computers/assistive technology.

**Knowledge, skills and abilities required:**

- CPR and first-aid trained and certified
- Working knowledge and good background in specific field where specialized duties are involved
- Ability to establish relationships with children and others
- Good general intelligence, above average clerical aptitude
- Familiarity with classroom routine
- Resourcefulness in conducting above described activities indirectly related to teaching process
- Neat personal appearance
- Ability to maintain discipline, tact, courtesy, good judgment
- Physical condition commensurate with demands of the position

**Desired Skills:** Comfort with computer applications and other technology

**Ergonomic Requirements:**

The functions of this position usually require standing and sitting, stooping, kneeling, bending, crouching, light lifting (50 pounds), walking, carrying and other movements. Tasks involve working on a computer keyboard, computer software applications, involved 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 **until hired**