

Job Posting Form

For School Principal & Teacher job postings, please return to Laurie Wojtaszczyk at lwojtaszczyk@buffalodiocese.org

For all other job postings, please return to Lindsay Gibson at lgibson@buffalodiocese.org

Date Posted: July 2024

Send resume to: Name: Lori Jonas
Address: 2999 Eggert Rd. Tonawanda, NY 14150
Email: ljonas@stamlieaschool.org

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

Job Title of Open Position: Middle School English Language Arts (ELA), grades 6-8

Salary: \$30,000-\$32,500 Salary will be: hourly other

Employer: Saint Amelia School Department Teacher

Location Address: 2999 Eggert Rd. Tonawanda, NY 14150

Employer website: www.stameliaschool.org

Position summary: The primary purpose of this position is to provide ELA lessons for grades 6-8 that deepen students' understanding of the English language through reading, writing and speaking. Teachers are responsible for the welfare and safety of the students under supervision.

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

Brief Job Description - Looking for a highly motivated and organized individual to be a team member in our Middle School. Position is responsible for:

- Ability to differentiate and be creative bringing students to a level of mastery in reading, grammar, and writing
- Understand and implement NYS standards
- Identify area of need for struggling learners
- Implement progress monitoring and benchmark testing
- Homeroom 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 ELA standards and Diocesan curriculum to ensure implementation of appropriate teaching methodologies.
- Follows initiatives related to new developments in the educational areas of ELA content
- 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
- 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
- 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
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

EDUCATION REQUIRED:

Bachelor's degree in Education, preferably with a specialization in English Language Arts or Literacy
New York State Certification desired in the area designated with certification
Candidates currently in school completing certificate requirements considered

ERGONOMIC REQUIREMENTS:

The functions of this position usually are performed standing, sitting, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Tasks involve working on a computer keyboard, computer software applications, involve 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.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **08/31/2024**