



Date Posted: 9/28/2020

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Building Substitute Teacher and Teacher Aides

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 250 St. Gregory Court, Williamsville, NY

Employer website: www.stgregsschool.org

Job Description

Primary Functions: To provide support to all faculty and staff as needed and directed by school administration. To fill in daily for teachers that are unable to be in their classroom.

Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Experience with implementation of the Common Core Standards, NYS ELA and Math Modules, and instructional strategies.
- Experience implementing Common Core aligned units, lessons, and assessments.
- Effective classroom management skills, demonstrated knowledge of curriculum, including planning, execution, and evaluation of materials, supplies, and lessons.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believes in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Open to instructional coaching and to other teachers in classroom.
- Role model and lifelong learner.

Responsibilities:

- Provide meaningful instruction to students in assigned classrooms while regular teacher is absent
- Review and implement regular teacher's routines, procedures, lesson plans, and curriculum objectives
- Establish and maintain a safe and orderly classroom environment
- Report any student injuries, illness, and serious discipline problems to school administration
- Covers school meetings for teaching staff and assists where needed
- Help supervise and monitor lunchroom to ensure compliance with COVID guidelines
- Assist the faculty and staff with technology related issues

- Perform COVID related job duties as they pertain to, but not limited to, arrival/dismissal procedures and daily health checks
- Assist with Distance Learning programs for all models of school opening and re-opening

Supervises: Students in class, lunchroom, hallways.

Qualifications: Degree Requirements/Experience - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- The Building Substitute will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

Desired Skills

- Education: Master's Degree in Education (or in process), NYS Certification in any teaching area K-12, clear background check, successful completion of Protecting God's Children.
- Experience: Student teaching, substitute teaching preferred.
- Special Skills: Ability to work effectively with staff, parents, and Parish community members. Experience with conflict resolution and/or crisis management. Technology skills such as but not limited to SMART Board, iPad, Chromebook, and Google classroom.
- Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required 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 _____

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)