



Date Posted: 12/2/2020

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: Long-Term Elementary Substitute Teacher

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 200 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregschool.org

Job Description

To provide spiritual and academic instruction to the students in classroom/grade level.

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.
- Strong math and literacy background.
- 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:

- The elementary teacher will teach students in all content areas such as Religion, ELA, math, science, and social studies utilizing the principles and framework of STREAM.
- Teach the Catholic faith in collaboration with Middle School Religion teacher, Priests, family faith, music ministry and youth ministry.
- Develop and implement in collaboration with grade level team and literacy coach a balanced literacy program.
- Implement a conceptual based approach to math instruction.
- Design and implement an inquiry based approach to science and social studies.
- Plan and implement learning tasks to meet the spiritual, physical, emotional, intellectual and social needs of the children in the program.

- Implement a morning meeting and prayer circle to build community.
- Provide grade appropriate instructional duties such as: daily lesson plans, classroom preparation, assessment, enrichment and remediation as necessary.
- Potential to create online distance learning curriculum using Google Classroom and other available online resources.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.
- Develop positive relationships and communicate effectively with parents.
- Phone calls and/or emails must be returned to a parent within 24-48 hours.
- The teacher must sustain weekly communication with parents through email and/or Google calendar/classroom or school website.
- Discuss children's development with parents.
- The teacher is responsible for the supervision of the students in his/or her care.
- Daily attendance is recorded on e-school and class attendance is kept in the grade book.
- They must update the grade book and e-school at least 1x a week.
- The teacher must attend twice monthly faculty meetings.
- The teacher must attend parent teacher conferences, Open House, Parent Information Night and graduation. Teachers who teach a sacrament year must attend the sacrament preparation and sacrament.

In addition, the teacher must attend committee meetings and shall be required to attend not more than four additional functions during the year such as athletic events, band concert, fundraisers, art show, etc. Teachers must attend minimally 2 Professional Development seminars each year. They must also attend 5 hours of ministry training each year.

Other Duties as Assigned

Supervises: Students in class

Start Date: TBD

Qualifications: Degree Requirements/Experience

- The Elementary Teacher 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.
- Education: Master's Degree in Education (or in process), NYS Certification (Birth-2 or Childhood 1-6), clear background check, successful completion of Protecting God's Children.
- Experience: 3-5 years experience teaching in the certified area of certification.
- 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.

- Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.

Desired Skills

- See essential core qualities.

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)