



## Job Posting Form

Date Posted: January 3, 2024

Send resume to: Name: Mark Mattle  
Address: 3275 Main Street Buffalo, NY 14214  
Email: mmattle@stjosephbuffalo.org

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

Job Title of Open Position: School building sub – Grades Pre-K - 8

Salary: Base \$30,000 negotiable as to experience Salary will be:  hourly  other

Employer: St. Joseph University School Department

Location Address: 3275 Main Street Buffalo, NY 14214

Employer website: sjusbuffalo.org

### **Brief Job Description**

Full-time position (7:30-3:00 p.m. Monday-Friday)

### **Essential Duties & Responsibilities**

- Teacher will be in the building every day.
- Must be able to teach Grades Pre-K through Grade 8
- Teaching: Math, Social Studies, Science, English Language Arts, Religion, Phys Ed., Art, Music, Computers
- Communicate with parent/guardians
- On non-subbing days there will be a schedule to follow to help out in classrooms where extra help is needed

### **Qualifications: Required Education/Experience**

- Certified teacher
- Retired teachers most welcome!

How to Apply: By Mail  E-Mail  Fax  as above, no later than **05/31/2024.**