

UPK Teacher

OLV Elementary School

POSITION SUMMARY

Demonstrate the competencies and behaviors needed to foster growth, student preparedness and mastery for future success in school and to support the core values, vision, and mission of Our Lady of Victory School.

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Demonstrates mastery of related subject matter, instructional skills, and resource materials for course(s) taught.
2. Creates lesson plans, aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
3. Maintains a safe, organized classroom, which supports students' independent learning, collaboration and choice.
4. Utilizes a variety of effective instructional and management techniques.
5. Provides a variety of assessments and uses assessments for planning and instruction.
6. Provide consistent, immediate feedback for student learning and asks analytical questions that elicit students' responses that incorporate prior knowledge, life experience and interests that are directly related to the content objective.
7. Works to create and maintain a student-centered classroom where students are engaged participants in their own learning.
8. Monitor and maintain a positive classroom environment that supports the school's behavior expectation in which most students are engaged, incorporates mutual respect and provides cooperative learning opportunities.
9. Uses available technology/instructional media to enhance the students' learning experiences.
10. Teach children about core concepts, such as numbers, letters, shapes, and colors.
11. Use creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.
12. Plan/follow a curriculum that addresses early childhood education requirements.
13. Encourage and monitor social interactions between children.
14. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.

15. Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
16. Attends and participates in staff meetings and extra-curricular/school related activities and committees.
17. Demonstrates a commitment to continuous professional growth and works with an administrator to formulate and complete professional responsibilities.
18. Performs other duties as assigned

SKILLS:

1. Demonstrated ability to interact positively with others and build relationships with students, parents and co-workers
2. Ability to manage classroom effectively
3. Ability to prioritize, multi-task and organize work responsibilities
4. Ability to differentiate instruction to a wide range of learning styles and needs
5. Work effectively within a team environment, collaborate with others
6. Strong written and verbal communication skills
7. Organized, ability to follow instructions, document information
8. Knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook)

REQUIRED AND PREFERRED EDUCATION and/or EXPERIENCE:

Bachelor's degree required, New York provisional or permanent teaching certification in Early Childhood education required.

Previous experience working with children and providing instruction in a school setting preferred.

WORK SCHEDULE:

Monday through Friday 7:30 AM to 3:00 PM with a ½ hour lunch

Pay Range: \$33,000-\$38,000/year, based on education and experience

Email resume and cover letter to: olv-careers@olvcharities.org

Or send cover letter with resume to:

OLV National Shrine and Basilica/OLV Elementary School
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218