

# **Substitute Teacher; Pre-K – 8<sup>th</sup> grade OLV Elementary School**

## **POSITION SUMMARY:**

We are currently searching for confident and experienced substitute teachers to join our team. If you are a friendly and competent professional with interest in education, then we are interested in you.

A substitute teacher is responsible for providing instruction, classroom management, and promoting student learning in the absence of the teacher. They will demonstrate the competencies and behaviors needed to assist the teacher in improving student preparedness and mastery and to support the core values, vision, and mission of OLV Elementary School.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages classroom activities, follows procedures to achieve daily lesson goals
2. Adheres to curriculum and lesson plans, assigned by regular teacher and that is aligned with current state and district standards, which drives instruction through formative assessment and differentiation.
3. Assigns and explains daily homework
4. Takes attendance and daily documents notes on activities and accomplishments that provides a report for the teacher when they return
5. Maintains a safe, clean, organized classroom, which supports students' independent learning, collaboration and choice.
6. Complies with all school regulations and policies.
7. Oversees students outside of classroom in hallways, etc.
8. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
9. Performs other duties as assigned

## **SKILLS:**

1. Demonstrated ability to interact positively with others
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:**

1. Bachelors or Master's degree in Childhood Education or education background preferred
2. New York State Teaching Certificate, preferred
3. Strong communication and interpersonal skills
4. Organized, ability to follow instructions, document information
5. Previous experience working with children and providing instruction in a school setting preferred.
6. Ability to manage classroom effectively

**Schedule:**

Schedule is Monday-Friday 7:30am-3:00pm with a ½ hour lunch

***Please email resume and cover letter to:*** [olv-careers@olvcharities.org](mailto:olv-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV

Human Resources Department

780 Ridge Road

Lackawanna, NY 14218