



## **VACANCY NOTICE**

**POSTING PERIOD: 09/08/2017 – 09/22/2017**

**Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.**

**TITLE:** Substitute Teacher

**PROGRAM:** School Program

**WHEN:** September 2017

**HOURS:** As needed

**DESCRIPTION:** Under the supervision of and in cooperation with the School Program Director, is responsible for the facilitation of curriculum development and consistency.

### **RESPONSIBILITIES:**

- Assist in the scheduling of homeroom, academic, and special classes
- Carry out or develop lesson plans and activities based on student needs.
- Evaluate and assess the academic and social skills of students
- Direct the learning procedure in the direction of accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons or units assigned.
- Adhere to all procedures, guidelines, and policies followed by regular teachers in line with recommended teaching procedure.
- Ensure a sustainable relationship with parents, pupils, school personnel and members of the public by communicating in a confidential, polite and refined manner.
- Collect, analyze an report using data collection processes
- Supervise para-professionals and/or volunteers assigned to work in their classroom
- Attend and/or facilitate staff and in-service meetings as appropriate
- Work as a team with all related service staff
- Must demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Perform other duties may be assigned.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; A student focused attitude; communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

Bachelor in Special Education with NYS Certification required. Three (3) years of teaching experience is preferred. Must be competent and proficient with current technological methods and must have excellent communication, organizational and facilitation skills.

**OTHER SKILLS AND ABILITIES**

Must be computer literate; communicate respectfully, openly, honestly and directly.

**EQUAL OPPORTUNITY:**

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender identity, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

***Please send cover letters and resumes to:***

Human Resources

Holy Childhood

100 Groton Parkway

Rochester, NY 14623

(585) 359-3710

Employment@holychildhood.org