

Middle School English Language Arts Teacher

Our Lady of Victory Elementary School has a *full time* opening available for a highly motivated **Middle School English Language Arts Teacher** to join our team.

Summary: Follows the state's educational standards for language or communication arts as curriculum is designed. From the curriculum, daily lesson plans are devised. They should always include ways for students to improve their listening, reading, writing and speaking skills. 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 Our Lady of Victory School.

Essential Duties and Responsibilities:

Exhibits a professional manner by:

- Being punctual in attendance and meeting professional obligations
- Uses professional judgement in relationships with students, parents, and other personnel
- Exhibits poise and professionalism in appearance
- Exemplifies professional behavior at faculty meetings, diocesan in-service and other professional events
- Respects the dignity of every student through the use of proper language and voice control
- Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional responsibilities

Exhibits good Communication Skills through:

- Developing positive interpersonal relationships
- Reviews all out-going written communication with the principal
- Completes all required forms, reports and records
- Maintains open communication with parents through conferencing
- Attend designated school – related meetings

Instruction:

- Provides written evidence of adequate lesson planning with closely stated objectives and use of Diocesan Curriculum guidelines and NYS Standards
- Prepare students for success in taking NYS standardized tests
- Incorporates standardized test results in lesson planning
- Uses a variety of instructional methods/strategies to accommodate learning styles and needs.
- Encourages student response and participation
- Assigns clear, appropriate and purposeful homework
- Uses formal/informal evaluations of student learning outcomes
- Attends to individual needs of instruction
- Provide 10 week progress reports for each student
- Uses available technology/instructional media to enhance the students' learning experiences

Classroom Environment/Management:

- Maintains an environment that is neat and clean and appropriate to season/subject manner
- Displays student work
- Establishes realistic standards for classroom behavior
- Adheres conscientiously to student/teacher time on task
- Disciplines in a positive manner

Additional Responsibilities:

- Assumes responsibility for extra- curricular and non-instructional obligations according to existing needs and practices

Required Education, Knowledge, Skills and Abilities:

- Bachelors or Masters of Science in Teaching
- New York State Teaching Certificate
- Bachelors or Master's degree in Early Childhood Education
- Strong communication and interpersonal skills
- Proven ability to effectively interact with Parents, Teachers and School Administrators
- Proficient in Microsoft Office Suite

Standard work schedule is 7:30am-3:00pm Monday-Friday

Please send resumes to:

Our Lady of Victory Elementary School
2760 South Park Avenue
Lackawanna, NY 14218 Attn: Carolyn Kraus
Or email to ckraus@ourladyofvictory.org