

Posting

**HOLYOKE PUBLIC SCHOOLS
HOLYOKE, MASSACHUSETTS
Mr. David Dupont, Superintendent of Schools**

**Corrected 06/28/2010
POSTING # HTA201070**

POSITION: Academic Coordinator

LOCATION: Holyoke High School

REQUIREMENTS:

- Master's Degree
- Massachusetts Certification
- Five (5) years documented successful teaching experience

DUTIES:

1. Assist the principal in the development of guidelines for the establishment of Instructional Teams in all content areas.
2. Coordinate the establishment of and oversee Instructional Teams in all content areas.
3. Coordinate curriculum evaluation and modification.
4. Implement a SCORE Program model appropriate to the needs of all students.
5. Provide for in-service training in alternative instructional strategies.
6. Provide for staff development opportunities on standards-based test development and alternative/authentic assessment methods.
7. Work with the Curriculum Director, Program Directors, and Instructional Teams in establishing written curricula in all instructional areas as outlined in the document, ORGANIZATION FOR CURRICULUM DEVELOPMENT IN THE HOLYOKE PUBLIC SCHOOLS.
8. Work with the Holyoke High School Technology Committee and Districtwide Technology Facilitator in developing and implementing a comprehensive technology plan for Holyoke High School, which integrates and/or expands the use of educational technology into all instructional areas.
9. Work with Department Heads, the Curriculum Director and the Instructional Teams on the use of assessment (semester examinations, district and state assessment initiatives) for the evaluation and modification of curriculum, the review of instructional strategies and practices, and the planning of staff development.
10. Develop longitudinal studies as data are generated from the administration of standards-based semester examinations, and district and state assessment initiatives to measure the effectiveness of programs.
11. Attend meetings, conferences and workshops on exemplary curricula, assessment, and instructional strategies.
12. Communicate with Department of Education staff and/or personnel involved in the development of the MCAS.
13. Assist with scheduling of classes for the school master schedule.

AVAILABLE: Immediately

SALARY: According to HTA Contract

APPLICATION: To apply, log on to the Holyoke Public Schools web-based application system at: <http://holyoke.eduresumes.com/> Please upload your cover letter, resume, transcript(s), three (3) letters of recommendation, and certification files here to be considered as an applicant.

CUT-OFF-DATE: July 8, 2010/available until filled