

Posting

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

POSTING #HTA201081

POSITION: Special Education Teacher

LOCATION: E.N. White School

REQUIREMENTS:

- Bachelor's Degree
- Minimum of one (1) year experience as a teacher of moderate special needs and functional academics.
- Massachusetts Certification in Moderate Disabilities, PreK-8

DUTIES:

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
4. Prepare for classes assigned, and show written evidence of preparation upon request of immediate superior.
5. Encourage students to set and maintain standards of classroom behavior.
6. Guide the learning process toward the achievement of curriculum goals and – in harmony with the goals – establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students.
7. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strive to implement by instruction and action the district's philosophy of education, instructional goals, and objectives.
9. Assess the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnose the learning disabilities of students on a regular basis, seeking the assistance of district specialist as required
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
13. Assist the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strive to maintain and improve professional competence.
17. Attend staff meetings and serves on staff committee as required.
18. Other duties as assigned.

AVAILABLE: School Year 2010-2011

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 9, 2010/available until filled