

Posting

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

POSTING# HTA201092

POSITION: Department Head Math

LOCATION: Holyoke High School

QUALIFICATIONS:

- Master's Degree, preferably in content area
- Massachusetts Math Certification, 8-12
- Five (5) years documented successful teaching experience

DUTIES:

1. Establishes, with participation of department members, department curriculum and implements an ongoing program of curriculum development, revision, and evaluation.
2. Assists in the recruitment, screening, hiring, and assigning of department personnel.
3. Conducts department meetings on a regular basis.
4. Assists department teachers in the handling of day-to-day problems of instruction and acts as a resource person for department teachers on department matters.
5. Assumes responsibility for the ordering, inventorying, maintaining, and distributing of all departmental instructional materials, supplies, and equipment.
6. Observes teacher performance and makes recommendations to teachers regarding instructional effectiveness.
7. Submits an annual budget for the department to the principal for each fiscal year.
8. Serves on school leadership team to assist in development and improvement of academic and administrative policy.
9. Provides orientation and in-service training programs for department personnel.
10. Works with the principal and the Volunteer Coordinator to identify community resources to enhance departmental program.
11. Assists teachers with the writing of new and updating of current course outlines for the department.
12. Assists the principal in interpreting grading policies, promotional policies, and the district's instructional program to parents and the community.
13. Sets goals and develops an annual plan for the department and provides a written progress report to the principal each year.
14. Consults on 9-12 curriculum as appropriate upon request
15. Other related duties as assigned.

AVAILABLE: School Year 2010-2011

SALARY: Stipend per HTA Contract

APPLICATION: To apply, log on to the Holyoke Public Schools new 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

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