

# Posting

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

**POSTING # HTA2010109**

**Position:** Graphic Communication Instructor  
**Location:** William J. Dean Technical High School  
**Requirements:**

- High School Diploma or equivalent
- Massachusetts Occupational Education Certifiable
- Minimum one (1) year teaching experience in the field of Graphic Arts in Technical/vocational high school.
- Massachusetts Certification as a Graphic Communication Vocational Instructor (9-14)

**Duties:**

1. Teaches occupational skills and knowledge to provide students with the competence to become skilled in their field.
2. Develops lesson plans, and organizes class time so that preparation, instruction, shop work, and clean-up activities can be accomplished with the allotted time.
3. Demonstrates occupational materials, equipment, instruments and processes using both related instruction and shop projects.
4. Provides hands-on group instruction/activities using shop equipment and media material.
5. Instructs safety curriculum in accordance with CVTE Curriculum.
6. Controls the storage, maintenance, and use of materials and property to prevent loss or abuse.
7. Establishes and maintains standards of student conduct to provide and orderly, safe and productive based classroom.
8. Communicates with employers, parents, and school counselors on individual student progress.
9. Evaluates each student's performance, knowledge, and skills in the course being taught, as well as prepare progress reports.
10. Selects and requisitions books, instructional aides, equipment, instruments, materials, supplies and parts required while working under established budgets and procedures.
11. Experience in Offset Press, computer, Quark, Photoshop and Illustrator.

**AVAILABLE:** **Immediately**

**SALARY:** According to HTA Contract

**APPLICATION:** To apply visit [www.hps.holyok.ma.us](http://www.hps.holyok.ma.us) "Employment Opportunities"

**CUT OFF-DATE:** July 30, 2010/available until filled