

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCIES

Job Posting # 19-HHT

Opening Date: August 6, 2018

Closing Date: Open until filled

TITLE: Home/Hospital Tutors
TYPE OF POSITION: Part-time, contingent (as needed); \$25-\$30/hour, commensurate with experience
LOCATION: District, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified applicants

The **Home/Hospital Tutor** is assigned to work with students who have a documented Physician's Statement for an extended absence from school. A pool of tutors will be established at the start of each school year. Tutoring assignments will be rotated amongst the pool as tutoring requests are received. Tutors are responsible for collecting materials and assignments from the student's teachers, working with the student to facilitate the completion of assigned work and returning the work to the teachers. The Home/Hospital Tutor reports to the Director of Student Services.

DUTIES

Duties include, but are not limited to:

1. Contacts students' parent to arrange tutoring schedule (dates & times);
2. Collects necessary materials/assignments from the students' teachers, via the assigned Guidance Counselor;
3. Works with the students to facilitate completion of assigned work;
4. Returns the completed work to the teachers for assessment;
5. Tracks the students' involvement via the Tutoring form;
6. Obtains required signatures on Tutoring form, and submits to the Director of Student Services for final approval;
7. Other duties, as assigned.

QUALIFICATIONS

To be considered qualified for this position, candidates must have the following:

1. Experience in instruction for grades 1-12;
2. Familiarity with the Massachusetts Curriculum Frameworks;
3. Bachelor's Degree, from an accredited college or university, preferred;
4. Ability to communicate clearly and effectively, both orally and in writing;
5. Commitment to remain current in content knowledge and teaching strategies;
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state certification requirements.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #19-HHT and your last name (as, #19-HHT Jones) in the subject line, and submit:

1. Current employees of the school system may apply by submitting a letter to the Human Resources Director, indicating their interest. The letter should outline skills, training, and experience relative to the position.
2. Other applicants should complete and submit a Hopkinton Public Schools application for employment (attached to the end of this vacancy announcement, and also available at the address below, and on our web site at: <http://www.hopkinton.k12.ma.us>), which should include the contact information for at least three professional references.

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us **Please note:** this address is for application materials only. *E-mail is our preferred method of application*, however, if you wish to apply by mail, please send the required items to:

Human Resources (Job Vacancy #19-HHT)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.

REFERENCES

NAME*	POSITION	SCHOOL/COMPANY	TOWN	PHONE NUMBER

***IMPORTANT: Circle direct supervisors.**

APPLICANT GENERAL STATEMENT

IN YOUR OWN HANDWRITING, PLEASE PROVIDE A BRIEF STATEMENT PROVIDING ADDITIONAL INFORMATION REGARDING YOUR CANDIDACY. ADDITIONAL PAPER MAY BE USED TO COMPLETE THIS SECTION.

I hereby verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge. And, I hereby authorize you to investigate my employment and personal history.

APPLICANT SIGNATURE

DATE

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