

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 18-01

Opening Date: July 5, 2017

Closing Date: Open Until Filled

TITLE: Substitute Teacher, Substitute Teacher's Assistant, & Substitute School Nurse

TYPE OF POSITION: Contingent (as needed), pay commensurate with experience

LOCATION: All Schools, Hopkinton, Massachusetts

AREA OF CONSIDERATION: All qualified candidates

Multiple positions may be filled from this announcement.

This is the position of Substitute Teacher, Substitute Teacher's Assistant, & Substitute School Nurse within the Hopkinton Public School district. Hopkinton takes great pride in its community and its schools, and is dedicated to creating a world-class public education system. Our educators are committed to our mission to equip all students with the skills and knowledge to become productive citizens and lifelong learners by providing appropriate learning opportunities in a physical, social, and emotional environment that fosters fulfillment of each student's potential.

DUTIES:

*In the absence of the classroom teacher, duties of the **Substitute Teacher** will include, but are not limited to:*

1. Maintains discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and District policies
2. Follows professional practices consistent with school and District policies in working with students, students' records, parents, and colleagues, and maintains the confidentiality of student and school personnel information
3. Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate, and assigns reasonable tasks and homework to students
4. Takes precautions to protect records, equipment, materials, and facilities
5. Assumes responsibility for supervising students both in- and out-of-class settings
6. Performs other related duties as assigned by building administrator(s) in accordance with school/District policies and practices

*In the absence of the Teacher's Assistant, and under the supervision of the Teacher, the duties of the **Substitute Teacher's Assistant** will vary, depending upon assignment to Instructional Assistant, Library Assistant, SpEd Assistant, or an Assistant substitute position that requires specialized training or advanced degree (such as ABA Technicians or Math Tutors).*

QUALIFICATIONS

*To be considered qualified for the position of **Substitute Teacher** or **Substitute Teacher's Assistant**, candidates must have:*

1. Completed a minimum of two years at an accredited college or university;
2. Ability to communicate clearly and effectively, both orally and in writing, to children and adults;

3. Such alternatives to the above qualifications as the Superintendent may find appropriate, and in conformity with state certification requirements

*In the absence of the School Nurse, the **Substitute Nurse** will be responsible for direct and indirect care given to students in compliance with school district policies, professional standards of practice, physician's orders, and the Individual Health Plan.*

QUALIFICATIONS

*To be considered qualified for the position of **Substitute Nurse**, candidates must have:*

1. Massachusetts Department of Education Certification as a School Nurse
2. Licensed as a Registered Nurse
3. Demonstrated ability in school or related nursing
4. 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 vacancy #18-01 and **your last name** in the subject line, (as, #18-01 Jones) and submit:*

1. Application for Substitute Teaching or Application for Substitute Nurse (application forms are available on the district web site: www.hopkinton.k12.ma.us and included at the end of this Job Vacancy announcement).

Submit the above required information to: hpssubcoordinator@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:*

Hopkinton Public Schools
Human Resources Department
89 Hayden Rowe St.
Hopkinton, MA 01748

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.

Return to:
Hopkinton Public Schools
89 Hayden Rowe St.
Hopkinton, MA 01748

Hopkinton Public Schools

Application for Substitute Teaching

NAME _____ S.S.# _____ E-mail: _____

ADDRESS _____ ZIP CODE _____ TEL# _____

Please check the following areas you wish to substitute teach:

ELEMENTARY: (Specific Grades _____ and/or Subject area):

All _____ Art _____ Music _____
Phys.Ed _____ Special Ed. _____ Other _____

Comments: _____

MIDDLE /HIGH SCHOOL SUBJECT AREA:

All _____ Art _____ Spec. Ed. _____
Business _____ English _____ Foreign Lang _____
History _____ Ind. Arts _____ Phys. Ed. _____
Math _____ Music _____
Tutor _____ Science _____ Other _____

Comments: _____

WHEN ARE YOU AVAILABLE? (Circle) **M T W Th F**

Beginning: _____

EDUCATION and EXPERIENCE:

High School Diploma? Yes ___ No ___

years of college _____ Graduate _____ Certified Teacher: Yes ___ No _____

Do you have teaching or substitute experience? Please list:

INDICATE IF YOU ARE A COLLEGE STUDENT DURING THE SCHOOL YEAR:

Yes ___ No ___ LIST VACATIONS, IF KNOWN _____

If your status as a substitute changes during the year, please call the Substitute Coordinator (508-435-6481). If you have made a commitment to accept a position as a substitute on any given day, it is your responsibility to record the date, time, and school assignment, as well as the teacher you are covering for. If you cannot be there for any reason, please call the Substitute Coordinator immediately.

Applicant's Signature

Date

Please list the names and phone numbers of two references that we may call. Current or former supervisors are preferred.

Name/Place

Position

Phone

Name/Place

Position

Phone

Return to:
Hopkinton Public Schools
89 Hayden Rowe St.
Hopkinton, MA 01748

Hopkinton Public Schools

Application for Substitute Nurse R.N.s Only

NAME _____ S.S.# _____ E-mail: _____

ADDRESS _____ ZIP CODE _____ TEL# _____

Please check the grade levels at which you prefer to substitute:

Elementary: _____ Middle School _____ High School _____ No preference _____

Comments: _____

WHEN ARE YOU AVAILABLE? (Circle) M T W Th F

Beginning: _____

Massachusetts Nurse Registration # _____ Expires _____ (attach copy)

DESE. Certified School Nurse? : Yes _____ No _____ (not required for substitutes)

Do you have school nursing or substitute school nurse experience? Please list.

If your status as a substitute changes during the year, please call the Substitute Coordinator (508-435-6481). If you have made a commitment to accept a position as a substitute on any given day, it is your responsibility to record the date, time, and school assignment, as well as the school nurse you are covering for. If you cannot be there for any reason, please call the Substitute Coordinator immediately.

Applicant's Signature

Date

Please list the names and phone numbers of two references that we may call. Current or former supervisors are preferred.

Name/Place

Position

Phone

Name/Place

Position

Phone