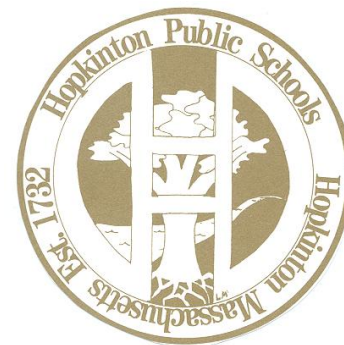


Hopkinton Public Schools
An Equal Opportunity Employer



NOTICE OF VACANCIES

Job Posting # 18-62

Opening Date: May 7, 2018

Closing Date: May 25, 2018

TITLE: College Essay Workshop Teacher/Facilitator
TYPE OF POSITION: Part-time (up to 10 hours); 6/25/18-8/3/18, as below; salary is teacher's hourly rate of pay
LOCATION: High School; Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified current HPS teachers

NOTE: *More than one position can be filled from this vacancy announcement.*

Sessions are as follows:

Session I: June 25 - 29, 10:00-11:30 AM

Session II: June 25 – 29, 12:00 noon–1:30 PM

Session IV: July 30 – August 3, 1:00-2:30 PM

The **College Essay Workshop Teacher/Facilitator** follows a prescribed curriculum that takes place over five days. Guiding students through the writing process, this curriculum provides students with the techniques to develop and build on ideas and organization, craft sentences and improve word choice, and establish both a unique voice and purposeful tone in the essay. Based on the research of Patricia Carini, students will use a process known as descriptive feedback, as they work in peer groups throughout the week. The teachers/facilitators will work directly with students in small groups approximately 50 percent of the in-class time, with the other 50 percent being instructional time. Some outside preparation including reading of student essays is required (approximately 10 hour total time commitment – 7.5 hours student interaction time and 2.5 hours outside preparation). The College Essay workshop Teacher/Facilitator reports to the Assistant Superintendent.

DUTIES

Duties include, but are not limited to:

1. Provides learning experiences in college essay writing, guided by a prescriptive curriculum, while creating an environment that is conducive to student writing and collaboration (five 90-minute sessions);
2. Presents material in a team-teaching setting—with either one or two teacher/facilitator colleagues;
3. Monitors students' writing progress and offers students feedback as appropriate;
4. Demonstrates appreciation for and sensitivity to, the diversity among individuals and strives to ensure equitable opportunities for student learning;
5. Shares responsibility for accomplishing the goals of the College Essay Workshop, namely that *every* student will have a complete college essay after five days' course participation and that *every* student will increase his or her writing repertoire;
6. Other duties, as assigned.

QUALIFICATIONS

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

1. Preferably licensed, or eligible for licensure in English 9-12, by the Massachusetts Department of Elementary & Secondary Education, to include Sheltered English Immersion (SEI) endorsement;
2. Meets all Massachusetts Department of Elementary & Secondary Education standards for *Highly Qualified Teacher*;
3. Bachelor's Degree, Master's preferred, from an accredited college or university, in a related field;
4. Ability to communicate clearly and effectively, both orally and in writing, to children and adults;
5. Familiarity with the questions on the Common Application;
6. Commitment to remain current in content knowledge and teaching strategies;
7. Such alternatives to the above qualifications as the Assistant Superintendent may find appropriate and in conformity with state certification requirements.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #18-62 and your last name (as, #18-62 Jones) in the subject line, and submit:

1. Letter of interest, outlining qualifications and skills relevant to the position

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 #18-62)
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.