

# Hopkinton Public Schools

*An Equal Opportunity Employer*



## NOTICE OF VACANCY

**Job Posting # 17-119**

**Opening Date: May 16, 2017**

**Closing Date: Open Until Filled**

**TITLE:** Wellness Department Subject Matter Leader (SML) K-12  
**TYPE OF POSITION:** Full-time (1.0); 2017-2018 school year; salary commensurate with experience and education; additional \$5500 stipend  
**LOCATION:** District; Hopkinton, Massachusetts  
**AREA OF CONSIDERATION:** All qualified candidates

This is the position of **Wellness Subject Matter Leader (SML)** for grades K-12. It is the responsibility of the incumbent to provide for the district: (1) social emotional learning programming; (2) PE/Wellness curriculum Coordination; (3) community involvement with social service providers; and (4) leadership and supervision for the Wellness Department in order to achieve and maintain standards of excellence. The incumbent is responsible for articulating the overall mission and long-term goals of the department and seeing that the day-to-day operational needs are being met. The Wellness Department Subject Matter Leader will also model successful classroom teaching. This position requires approximately .4 teaching and .6 supervisory duties, and includes a 186-day work year. The Wellness Department Coordinator reports to the Assistant Superintendent, with input from the building principals.

## DUTIES

*Duties include, but are not limited to:*

1. Provide, within the appointed department, overall leadership and supervision of the K-12 curriculum and staff to include curriculum and web-based curriculum development. Provide instruction to teaching staff on curriculum design;
2. Assume responsibility for the scope of educational program offerings, including social emotional learning, physical education and health education. Coordinate the MetroWest Adolescent Health Survey for Middle School and High School, to include reporting findings to students, staff, administration and community. Coordinate overall maintenance of the High School Fitness Center, to include budgeting for same;
3. Assist in the scheduling of teaching staff;
4. Supervise educators in the evaluation process through the following duties:
  - a. Assist the Educator with conducting a self-assessment
  - b. Coach the Educator in developing goals
  - c. Assist the Educator in developing an Educator Plan
  - d. Monitor progress towards attaining the Educator Plan goals
  - e. Support the Educator in collecting artifacts as evidence
  - f. Conduct observations and provide feedback
  - g. Collaborate with the educator to improve instruction
5. Plan and conduct monthly department meetings and coordinate other meetings. Provide high quality professional development activities for staff on scheduled Professional Days and other designated times;
6. Develop and oversee departmental budgets and generate purchase orders, as needed, including safety tools (ie. AEDs) management and budgeting;
7. Assist principals in the hiring process;
8. Engage with social service providers, law enforcement, and school nurses, as appropriate;
9. Attend and report, as needed, various meetings such as Job Alike meetings, School Committee and Superintendent's meetings, and other relevant community/parent/staff events. Serve on district-wide and building-based committees, such as the Wellness Committee Coordinator, School Safety Task

- Force, Adolescent Screening, Brief Intervention, and Referral to Treatment (SBIRT), the IMPACT Concussion Committee, and the HOP Coalition. Represent department at building leadership meetings;
10. Coordinate various student competitions and exhibitions, clubs and other public events;
  11. Maintain the assigned Department database and web site;
  12. Other duties as required.

## **QUALIFICATIONS**

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

1. Licensed, or eligible for licensure by the Massachusetts Department of Elementary and Secondary Education in a discipline within the appointed department, and a corresponding Supervisor/Director license as appropriate for the department, to include Sheltered English Immersion (SEI) endorsement;
2. Meets all Massachusetts Department of Elementary & Secondary Education standards for *Highly Qualified Teacher (for core subject SMLs)*;
3. Bachelor's Degree, Master's preferred, from an accredited college or university, in a related field;
4. Minimum of five years' teaching experience within the discipline in a public school setting;
5. Expertise and knowledge of effective practices within the discipline;
6. Certified CPR/AED instructor to allow for certification of school/administration staff members;
7. Experience in developing curriculum with both Physical & Health Education, to encompass a wellness program;
8. Demonstrated ability to work with a diverse range of staff members in order to improve and promote departmental goals and initiatives;
9. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state and federal requirements.

## **APPLICATION PROCEDURE**

*To be considered for this vacancy, please reference only job posting #17-119 and your last name (as, #17-119 Jones) in the subject line, and submit:*

1. Cover letter, which should include a statement of your educational philosophy;
2. Resume, which should contain applicable license/certification information; and
3. The contact information for three professional references.

Submit the above required information to: [hpsjobs@hopkinton.k12.ma.us](mailto: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 #17-119)  
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.*