



QUINCY PUBLIC SCHOOLS

Kevin W. Mulvey, Esquire
Deputy Superintendent
34 Coddington Street, Quincy, MA 02169
617.984.8766
kevinmulvey@quincypublicschools.com

Richard DeCristofaro, Ed.D., Superintendent

PLEASE POST

May 30, 2019

To: Educational Personnel

From: Kevin W. Mulvey

RE: **Teacher of ELA Advanced Placement Program, Middle School**

This confirms that there is a vacancy for a Teacher of ELA in the Advanced Placement Program, at the Middle School level, in the Quincy Public Schools. Please see attachment for position description.

Interested persons should send a letter of application, resume and evidence of appropriate license on or before Sunday, June 30, 2019 to:

Kevin W. Mulvey
Deputy Superintendent
34 Coddington Street
Quincy, MA 02169.

You may email application materials to: application@quincypublicschools.com

KWM

XC: Dr. Richard DeCristofaro
Ms. Allison G. Cox, Q.E.A.

Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

May 30, 2019

PLEASE POST

TO: Educational Personnel
FROM: Kevin W. Mulvey *K.W.M.*
RE: **Teacher of ELA Advanced Placement Program, Middle School**

REPORTS TO: Principal and Director of Middle School Curriculum

GENERAL DESCRIPTION: The educator in this position will plan, implement, and evaluate advanced ELA coursework designed to meet the academic learning needs of eighth grade students eligible for a specialized program. By working closely with ELA colleagues and administrators, the educator will differentiate the curriculum for students who meet the standards earlier and faster than their grade-level peers. Lessons and units will align with the Massachusetts Curriculum Frameworks and provide acceleration, depth, complexity and creativity within the coursework. There will be a high level of collaboration with school educators and district administrators around curriculum topics, differentiation for the advanced learner and the monitoring of student achievement.

RESPONSIBILITIES:

- Prepares lessons that differentiate for advanced learners.
- Creates assessments that demonstrate authentic learning capable of an advanced learner.
- Consistently assesses student achievement through formal and informal performance tasks.
- Has students maintain a digital portfolio and collect evidence of their own academic progress.
- Plans and uses appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodations for individual needs of students.
- Consults with administrators, counselors, and co-teachers regarding students' progress in the program.
- Communicates with students and parents/guardians regarding academic progress.
- Communicates clear learning objectives to the students for all lessons, units, and projects.
- Employs a variety of instructional techniques and instructional media.
- Communicates with the principals and supervisors on a regular basis.
- Participates in professional development opportunities designed for ELA teachers.
- Demonstrates a willingness to learn, grow, and improve as a teacher of advanced learners.
- Engages in the educator evaluation process with assigned administrator.
- Maintains an accurate and organized system for monitoring student grades and records.
- Meets reporting deadlines and requirements and follows school-wide procedures for reporting grades.
- Prepares well-thought-out and thorough report cards and written documentation on student progress.
- Demonstrates strong classroom management skills.
- Contributes to school culture and climate through interdisciplinary projects and beyond the bell activities.

QUALIFICATIONS:

Applicants must hold an active MA DESE license in English 5-8 and have experience in the creation and implementation of advanced course work. The ideal candidate will show evidence of instructional experience conducting advanced research, integrating and applying information from multiple domains to explore authentic inquiry-based themes, and providing specialized instruction to individuals or small groups of advanced learners.

APPLICATION PROCESS:

Please send, fax, or email a letter of interest, resume, copy of current license or supporting documentation, and three letters of recommendation to: application@quincypublicschools.com