

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Assistant Curriculum Director - Science

Responsibility:

The Assistant Curriculum Directors are directly responsible to the Assistant Superintendent for Instructional Services and Support and/or designee.

Qualifications:

1. Minimum of five years teaching experience, preferred
2. A Master's degree or higher from an accredited college or university.
3. Valid Massachusetts content specific license and Supervisor/Director license which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

The Assistant Curriculum Directors will provide leadership to content specific staff members to develop academic goals, plan instructional strategies, assess student performance, and act as resources to 7-12 teachers and administrators to improve the teaching and learning process. They will assist the principals in the supervision and evaluation of faculty and staff at the middle and high school levels, and in the management of the total academic program at the upper middle, and high school levels.

Specific Duties:

Supervision:

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates subject area teachers at the 7-12 level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.
6. Supports preparation of the budget for the department grades 7-12.
7. With approval from the Assistant Superintendent for Instructional Services and Support and/or designee, submits requisitions, prepares bid specifications, and allocates materials and supplies.
8. Oversees the 7-12 supply, textbook, equipment needs, book rooms and the inventory for the department.
9. Prepares special projects or grants as requested.
10. Serves on system wide committees 7-12.

Teaching:

1. Teach no less than 2 and no more than three classes within certified content area.

Curriculum:

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum 7-12 at specified levels and content areas.
2. Coordinates a sequential curriculum of concepts and information for grades 7-12.
3. Keeps informed about new developments in the field, and disseminates current information to teachers.
4. Assists in the selection of texts and ancillary materials through the use of faculty committees, examination, and the use of supporting documents within the curriculum area.
5. Evaluates student achievement in the discipline on a district-wide basis each year and recommends such changes or adjustments in the curriculum as seem advisable to improve the teaching and learning process.
6. Interprets the results of standardized tests, and recommends appropriate use of such examinations to inform teaching and learning.
7. Review and analyze district data documents and reports to inform professional development and instruction.
8. Assists in developing and utilizing community resources for department needs.
9. Attends curriculum and other professional conferences and shares results with department members.
10. Develops common assessments with content teachers.
11. Supports teachers with grading calibration and report card revisions
12. Devises programs or courses designed to improve the curriculum and instructional techniques.

13. Assists members of the teaching staff to expand their academic repertoire and teaching strategies.
14. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs vertical articulation teams and other professional development activities 7-12.
15. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs summer curriculum workshops and other professional development activities 7-12.
16. Serves as consultant to the Superintendent and the School Committee on matters pertaining to curriculum, academic goals and instructional programs.
17. Provides instructional leadership; directing the implementation and evaluation of standards based curriculum and instructional practices.
18. Serves on and oversees various system-wide curriculum and program development committees and serves as consultant to the school committee and all school councils in matters of curriculum and instruction.
19. Visits schools and classrooms regularly to assess the effectiveness of the instructional program.
20. Assists in the maintenance of up-to-date curriculum guides.
21. When necessary, attends meetings related to matters pertaining to departmental matters.
22. Assists in the orientation of new department members.
23. Helps to develop guidelines for placement of students in appropriate courses, assists teachers and counselors in actual placement, and confers with parents.
24. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
25. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

223 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Assistant Curriculum Director - ELA

Responsibility:

The Assistant Curriculum Directors are directly responsible to the Assistant Superintendent for Instructional Services and Support and/or designee.

Qualifications:

1. Minimum of five years teaching experience, preferred
2. A Master's degree or higher from an accredited college or university.
3. Valid Massachusetts content specific license and Supervisor/Director license which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

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Specific Duties:

Supervision:

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates subject area teachers at the 7-12 level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.
6. Supports preparation of the budget for the department grades 7-12.
7. With approval from the Assistant Superintendent for Instructional Services and Support and/or designee, submits requisitions, prepares bid specifications, and allocates materials and supplies.
8. Oversees the 7-12 supply, textbook, equipment needs, book rooms and the inventory for the department.
9. Prepares special projects or grants as requested.
10. Serves on system wide committees 7-12.

Teaching:

1. Teach no less than two and no more than three classes within certified content area.

Curriculum:

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum 7-12 at specified levels and content areas.
2. Coordinates a sequential curriculum of concepts and information for grades 7-12.
3. Keeps informed about new developments in the field, and disseminates current information to teachers.
4. Assists in the selection of texts and ancillary materials through the use of faculty committees, examination, and the use of supporting documents within the curriculum area.
5. Evaluates student achievement in the discipline on a district-wide basis each year and recommends such changes or adjustments in the curriculum as seem advisable to improve the teaching and learning process.
6. Interprets the results of standardized tests, and recommends appropriate use of such examinations to inform teaching and learning.
7. Review and analyze district data documents and reports to inform professional development and instruction.
8. Assists in developing and utilizing community resources for department needs.
9. Attends curriculum and other professional conferences and shares results with department members.
10. Develops common assessments with content teachers.
11. Supports teachers with grading calibration and report card revisions
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13. Assists members of the teaching staff to expand their academic repertoire and teaching strategies.
14. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs vertical articulation teams and other professional development activities 7-12.
15. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs summer curriculum workshops and other professional development activities 7-12.
16. Serves as a consultant to the Superintendent and the School Committee on matters pertaining to curriculum, academic goals and instructional programs.
17. Provides instructional leadership; directing the implementation and evaluation of standards based curriculum and instructional practices.
18. Serves on and oversees various system-wide curriculum and program development committees and serves as a consultant to the school committee and all school councils in matters of curriculum and instruction.
19. Visits schools and classrooms regularly to assess the effectiveness of the instructional program.
20. Assists in the maintenance of up-to-date curriculum guides.
21. When necessary, attends meetings related to matters pertaining to departmental matters.
22. Assists in the orientation of new department members.
23. Helps to develop guidelines for placement of students in appropriate courses, assists teachers and counselors in actual placement, and confers with parents.
24. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
25. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

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Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

223 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

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WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Assistant Curriculum Director - Mathematics

Responsibility:

The Assistant Curriculum Directors are directly responsible to the Assistant Superintendent for Instructional Services and Support and/or designee.

Qualifications:

1. Minimum of five years teaching experience, preferred
2. A Master's degree or higher from an accredited college or university.
3. Valid Massachusetts content specific license and Supervisor/Director license which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

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Specific Duties:

A. Supervision:

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates subject area teachers at the 7-12 level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.
6. Supports preparation of the budget for the department grades 7-12.
7. With approval from the Assistant Superintendent for Instructional Services and Support and/or designee, submits requisitions, prepares bid specifications, and allocates materials and supplies.
8. Oversees the 7-12 supply, textbook, equipment needs, book rooms and the inventory for the department.
9. Prepares special projects or grants as requested.
10. Serves on system wide committees 7-12.

B. Teaching:

1. Teach no less than 2 and no more than three classes within certified content area.

C. Curriculum:

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum 7-12 at specified levels and content areas.
2. Coordinates a sequential curriculum of concepts and information for grades 7-12.
3. Keeps informed about new developments in the field, and disseminates current information to teachers.
4. Assists in the selection of texts and ancillary materials through the use of faculty committees, examination, and the use of supporting documents within the curriculum area.
5. Evaluates student achievement in the discipline on a district-wide basis each year and recommends such changes or adjustments in the curriculum as seem advisable to improve the teaching and learning process.
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17. Provides instructional leadership; directing the implementation and evaluation of standards based curriculum and instructional practices.
18. Serves on and oversees various system-wide curriculum and program development committees and serves as consultant to the school committee and all school councils in matters of curriculum and instruction.
19. Visits schools and classrooms regularly to assess the effectiveness of the instructional program.
20. Assists in the maintenance of up-to-date curriculum guides.
21. When necessary, attends meetings related to matters pertaining to departmental matters.
22. Assists in the orientation of new department members.
23. Helps to develop guidelines for placement of students in appropriate courses, assists teachers and counselors in actual placement, and confers with parents.
24. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
25. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support.

Physical Demands

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Work Environment:

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Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

223 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

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WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Assistant Curriculum Director - Social Studies

Responsibility:

The Assistant Curriculum Directors are directly responsible to the Assistant Superintendent for Instructional Services and Support and/or designee.

Qualifications:

1. Minimum of five years teaching experience, preferred
2. A Master's degree or higher from an accredited college or university.
3. Valid Massachusetts content specific license and Supervisor/Director license which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

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Specific Duties:

Supervision:

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates subject area teachers at the 7-12 level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.
6. Supports preparation of the budget for the department grades 7-12.
7. With approval from the Assistant Superintendent for Instructional Services and Support and/or designee, submits requisitions, prepares bid specifications, and allocates materials and supplies.
8. Oversees the 7-12 supply, textbook, equipment needs, book rooms and the inventory for the department.
9. Prepares special projects or grants as requested.
10. Serves on system wide committees 7-12.

Teaching:

1. Teach no less than 2 and no more than three classes within certified content area.

Curriculum:

1. Provides leadership for the creation, development, implementation, revision, and evaluation of curriculum 7-12 at specified levels and content areas.
2. Coordinates a sequential curriculum of concepts and information for grades 7-12.
3. Keeps informed about new developments in the field, and disseminates current information to teachers.
4. Assists in the selection of texts and ancillary materials through the use of faculty committees, examination, and the use of supporting documents within the curriculum area.
5. Evaluates student achievement in the discipline on a district-wide basis each year and recommends such changes or adjustments in the curriculum as seem advisable to improve the teaching and learning process.
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15. In collaboration with the Assistant Superintendent of Instructional Services and Support, leads, organizes, and directs summer curriculum workshops and other professional development activities 7-12.
16. Serves as consultant to the Superintendent and the School Committee on matters pertaining to curriculum, academic goals and instructional programs.
17. Provides instructional leadership; directing the implementation and evaluation of standards based curriculum and instructional practices.
18. Serves on and oversees various system-wide curriculum and program development committees and serves as consultant to the school committee and all school councils in matters of curriculum and instruction.
19. Visits schools and classrooms regularly to assess the effectiveness of the instructional program.
20. Assists in the maintenance of up-to-date curriculum guides.
21. When necessary, attends meetings related to matters pertaining to departmental matters.
22. Assists in the orientation of new department members.
23. Helps to develop guidelines for placement of students in appropriate courses, assists teachers and counselors in actual placement, and confers with parents.
24. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
25. Performs other duties as may be assigned by the Superintendent and/or Assistant Superintendent of Instructional Services and Support.

Physical Demands

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Work Environment:

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Fair Labor Standards Act (FLSA) Classification:

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WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Coordinator of Health Services

Responsibility:

The Coordinator of Health Services is responsible to and evaluated by the Superintendent of Schools and/or designee.

Qualifications:

1. Must have a valid license to practice as a Registered Nurse in Massachusetts;
2. Possess a minimum of a baccalaureate in nursing (or related field) from an accredited nursing program. (A masters degree in nursing or related field with supervisor/director certification is preferred);
3. Have a minimum of three years experience in school nursing or a related field, one of which is in a management position;
4. Hold School Nurse Certification from MA DESE and Director/ Supervisor Licensure.
5. Maintain certification in CPR; including AED training; trainer's certification for coordinator or delegatee is recommended;
6. Assume responsibility for updating knowledge and skill in community health, management and related fields as new information emerges;
7. Complete ongoing continuing education programs pertinent to the evolving specialty area of school health and school nursing practice, as well as meet the continuing education requirements for licensure in Massachusetts.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

Recognizing and promoting the fact that there is a relationship between health and learning; the Coordinator of Health Services manages the total school nursing program, providing nursing leadership within the school system. She or he coordinates the clinical aspects of the comprehensive school health program, collaborating with other members of the health services and health education team. The coordinator supervises and clinically evaluates all nursing staff providing services in the school health program, as well as those unlicensed personnel, e.g.,

health office paraprofessionals. In this process, the coordinator uses a public health model of assessment, policy development and assurance.

As a nurse registered through the Massachusetts Board of Registration in Nursing (BORN), the Coordinator of Health Services must adhere to the Nurse Practice Act, pertinent regulations governing nursing practice and standards of care established by the professional organizations.

Specific Duties:

Needs Assessment:

1. Using available demographic, health and school system data, identifies health needs of the student population.
2. Collaborates with the school health advisory committee, local board of health and other community agencies in developing the needs assessment.
3. Develops surveys, questionnaires and other tools for obtaining information; compiles data and presents it to decision makers as appropriate.

Planning:

1. Serves on various comprehensive school health advisory committees consisting of representation from such groups as school administration, faculty, students, parents and community agencies.
2. Develops program goals, objectives and action steps based on needs assessment.
3. Coordinates planning with interdisciplinary colleagues in the comprehensive school health education, health services and wellness programs.

Implementation:

1. Working with building administrators recommends, orients and assigns qualified personnel to implement the school health program;
2. Coordinates mandated screening programs, dental screening programs as well as physical examination and immunization requirements for all students.
3. Arranges for substitute nurses.
4. Supports Weycare, Special Education and any other department with staffing and coverage of all employees who provide medical/health related services.
5. Updates nursing staff on School Committee policies, Department of Education regulations and Massachusetts Department of Public Health policies and regulations.
6. Assists the Board of Health in planning and conducting immunization and other programs
7. Coordinates the ordering and maintenance of health office supplies system wide.
8. Participates in the development of an interdisciplinary plan for each building to ensure that students in need of services are identified in a timely manner and appropriate intervention is initiated.
9. Develops and implements written policies and protocols for clinical services and prevention programs.

10. Develops and implements documentation systems at both the individual student level and the programmatic level.
11. Provides clinical consultation to the health education staff, physical educators and other administrative and teaching staff;
12. Participates in interdisciplinary teams such as the district crisis team, student intervention team, etc. to ensure that integrated systems are in place which address the comprehensive health needs of the student population.
13. Conducts communicable disease prevention and infection control based on current guidelines for standard precautions, prevention of bloodborne pathogens exposure and hazardous medical waste disposal.
14. Ensures that there is an emergency care plan in place which is communicated to all staff and is closely coordinated with community emergency care protocols.
15. Collaborates with other school administrators and teachers, to promote a physically and psychologically healthy school environment.
16. Promotes positive linkages and referral mechanisms to community providers for a range of services dealing with child and adolescent health.
17. Seeks opportunities to interpret the health needs of school-age children and adolescents, the goals of the health service program, and the importance of health education to administrators, school committee members, faculty, families and the general community, through special reports, the media, and other special events.
18. Prepares and administers the health services budget; seeks opportunities to apply for outside sources of funding for the school health service program.
19. Implements a school health service data system, capable of tracking trends, activities, medicaid reimbursement data and outcomes.
20. Uses newsletters and health service website to share health promotion information and to interpret the role of the school health service program.
21. Performs such other duties as may be assigned by the Superintendent and/or Assistant Superintendents.

Evaluation:

1. Compiles statistical reports as required by the school system and state agencies;
2. Evaluates nurses and other health service staff working with building administrators;
3. Conducts ongoing quality assessment and adjusts school nursing practice based on findings;
4. Reviews changing trends in health needs and the outcomes of programs to determine need for revision of goals and objectives.

Staff Development:

1. In collaboration with Curriculum staff, implements an ongoing continuing education program for staff;
2. Encourages staff to participate in pertinent conferences and workshops addressing a range of school health issues.

3. Provides ongoing formal and informal feedback to staff about their progress in achieving the goals of the program, encouraging their continued educational and professional development.

Other:

Collaborates with local nursing education institutions, e.g., provides student practice in the school health programs, guest lectures, participates in nursing research; seeks opportunities to give consultation on the specific issues of school-age children and adolescents; publishes when possible

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

208 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Primary School Assistant Principal

Responsibility:

The assistant principal of the primary school is directly responsible to the primary school principal.

Qualifications:

1. A Master's degree or higher from an accredited college or university.
2. Maintains a valid Massachusetts teacher and Principal/Assistant Principal Prek-8 licenses which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
3. Five (5) years of successful experience as a teacher, preferred.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Experience with Title One Coordination Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements for school principal, grades K- 6.

General Duties:

The assistant principal will assist the principal in planning, organizing, administering, managing and coordinating the total school program and performing related and ancillary duties as may be assigned by the building principal. In addition, the assistant principal is responsible for day to day implementation of programs and academic structures embodied in the school vision, philosophy and mission to help facilitate student access to the school's academic programs, services, and opportunities.

Specific Duties:

Supervision:

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates subject area teachers at the primary school level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts orientations, meetings, and professional development for WPS staff.

Additional Duties:

1. Assists in providing instructional leadership and ensuring student behavior that is supportive of the implementation of the
2. instructional program.
3. May oversee the entire Title One program and coordinate it with the curriculum of the Weymouth Public Schools.
4. Acts as liaison between the Department of Education and professional associations for Title One activities and programs.
5. Maintains appropriate financial records regarding all Title One expenditures.
6. Assists in organizing and supervising student activities. Assists in overseeing the maintenance of standards concerning students' discipline, health, safety, and general welfare.
7. Attend school activities and, when applicable, Title One activities for the purpose of providing general supervision and supporting family engagement.
8. Assists in supervision of school areas including the cafeteria, corridors, and school grounds.
9. Assists the principal in the process of student scheduling.
10. Assists in the implementation of personnel policy including recruitment, staff selection, supervision and evaluation.
11. Helps in the orientation of new staff in the building and district.
12. Assists in making routine personnel assignments including that of substitute teachers.
13. Assists in coordinating the use of the building for school and non-related school use.
14. Assists in the development of budget proposals and the ordering and distribution of school supplies.
15. Acts in a supportive role to the principal in work with guardians, teachers, and citizens to promote the effective flow of communication.
16. Serves, where possible, on curriculum and program development committees.
17. Represents the principal in their absence.
18. Schedule parent meetings related to student academics, discipline, and additional supports as needed.
19. Performs other such duties as may be assigned by the building principal and/or Superintendent and/or Assistant Superintendents.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The

employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include nights and weekends.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

213 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Middle School Assistant Principal/ Housemaster

Responsibility:

The assistant principal/ housemaster of the middle school is directly responsible to the middle school principal.

Qualifications:

1. A Master's degree or higher from an accredited college or university.
2. Maintains a valid Massachusetts teacher and Principal/Assistant Principal 5-12 licenses which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
3. Five (5) years of successful experience as a teacher, preferred.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements for school principal, grades 5-12.

General Duties:

The assistant principal/ housemaster is responsible for day to day implementation of programs and academic structures embodied in the middle school vision, philosophy and mission, and to help facilitate student access to the school's academic programs, services and opportunities within a house or team structure. In addition, the assistant principal will assist the principal in planning, organizing, administering, managing and coordinating the total school program and performing related and ancillary duties as may be assigned by the building principal.

Specific Duties:

A. Supervision

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates subject area teachers at the 5-8 level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.

B. Additional Duties:

1. Assists in providing instructional leadership and promoting student behavior that is supportive of and conducive to the implementation of the instructional program.
2. Organizes and supervises a variety of student activities and oversees the maintenance of standards concerning students' discipline, health, safety, and general welfare.
3. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
4. Assists in supervising all school areas including the cafeteria, corridors, and school grounds.
5. Assists in managing and overseeing student attendance and accounting procedures including matters pertaining to student entrance and withdrawal.
6. Shares in the handling of student discipline.
7. Assists the principal in the process of student scheduling.
8. Assists in the evaluation of faculty and other staff members.
9. Assists in the implementation of personnel policy.
10. Helps in the orientation of new staff to the building.
11. Assists in making routine personnel assignments including that of substitute teachers.
12. Establishes and maintains cooperative relationships with others and regularly collaborates with the administrative team to support building coverage as well as all athletic, extracurricular activities and student events.
13. Assists in coordinating the use of the building for school and non-related school use.
14. Assists in the development of budget proposals and the ordering and distribution of school supplies.
15. Assists in the organization and conduct of house and building staff development programs.
16. Acts in a supportive role to the principal in work with parents, teachers, and citizens to promote the effective flow of communication.
17. Works with the parent council and other community organizations.
18. Serves on various curriculum and program development committees.
19. Works with the administrative team to build an atmosphere of trust that inspires teamwork.
20. Represents the principal in her/his absence.
21. Schedule parent meetings related to student academics, discipline, and additional supports as needed

22. Performs other such duties as may be assigned by the building principal, Superintendent and/or Assistant Superintendents.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include nights and weekends.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

213 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Dean, Weymouth High School

Responsibility:

The position of Dean at Weymouth High School is an administrative position reporting directly to the High School Principal and Associate Principal.

Qualifications

1. A Master's degree or higher from an accredited college or university.
2. Maintains a valid Massachusetts teacher and Principal/ Assistant Principal 9-12 licenses which are appropriate for the particular assignment per regulations of the Massachusetts Department of Education.
3. Five (5) years of successful experience as a high school teacher, preferred.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements for school principal, grades 5-12.

General Duties:

The Dean of Students is responsible for day to day implementation of programs and academic structures embodied in the school vision, philosophy and mission to help facilitate students access to the school's academic programs, services and opportunities. The Dean of Students will be assigned a designated group of students which he/she will follow for four years at the High School. In addition, the Dean of Students will assist the principal in planning, organizing, administering, managing and coordinating the total school program and performing related and ancillary duties as may be assigned by the building principal.

Specific Duties:

A. Supervision:

1. Assists in determining personnel needs and in recruiting and selecting staff.

2. Supervises and evaluates an equitable number of subject area teachers at the 9-12 level through classroom visits, personal conferences, data review, and written reports.
3. Functions as an academic specialist and a resource for classroom teachers and principals to improve the educational process.
4. Supports making class assignments in conjunction with the administrative team.
5. Conducts departmental orientations, department meetings, and assists with professional development for WPS staff.
6. Supervises and evaluates an equitable number of support staff.

B. Additional Duties:

1. Assists in the reporting and monitoring of student attendance and investigates follow up actions.
2. Counsels individual students and, when necessary, makes appropriate referrals for testing, guidance or psychological testing.
3. Assists in administering the extracurricular activities of the school, attending activities as assigned for the purpose of providing general supervision and supporting family engagement.
4. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school and assists in implementing all policies and rules governing student life and conduct.
5. Administers discipline and maintains records of any disciplinary action taken.
6. Works with the faculty, community, and government agencies to resolve school/community student problems.
7. Assists with all student supervision in school, after school, and at school-related functions as designated by class/ level assigned.
8. Gives input into the development of the student master schedule.
9. Attends staff meetings and serves on committees as needed.
10. Establishes and maintains cooperative relationships with others and regularly collaborates with the administrative team to support building coverage, as well as all athletic, extracurricular activities and student events.
11. Establishes and maintains open lines of communication with students, colleagues, and parents concerning the academic and behavioral progress of assigned students.
12. Schedule parent meetings related to student academics, discipline, and additional supports as needed
13. Supports administration of standardized testing.
14. Performs such other related tasks, and assumes such other related responsibilities, as may from time to time be assigned by the principal, associate principal, Superintendent and/or Assistant Superintendents.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required

by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include nights and weekends.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

213 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Director of Physical Education and Athletics

Responsibilities:

The Director of Physical Education and Athletics is directly responsible to the superintendent of schools and to the appropriate assistant superintendent as circumstance governs and to the building principal in those matters that pertain to a particular school.

Qualifications:

1. A Master's degree or higher from an accredited college or university
2. Maintain a valid Massachusetts Director/ Supervisor License and Physical Education license, required
3. Maintain a valid Massachusetts Health license, preferred.
4. Must hold and maintain CPR/ First Aid Training Certificates
5. Five (5) years of successful experience as a teacher, preferred.
6. Proven ability to work in a polite and friendly manner with many different publics.
7. Possess good verbal and written communication skills.
8. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

The Director of Physical Education and Athletics will plan, develop, direct, supervise, and administer both the physical education program and all extracurricular athletic activities and coaching staff (PK-12) in a manner that will foster in our students the development of physical skills, a sense of worth and competence, a knowledge and an understanding of the pleasure of physical fitness and athletics and the principles of fair play.

Specific Duties:

Supervision/ Evaluation:

1. In collaboration with building principal screens, interviews, and recommends all coaches for appointment.
2. Supervises and evaluates coaches, as specified in WEA contracts.
3. Assists building principals in the recruitment, hiring, supervision, evaluation, retention, and professional development of the district's physical education, coaching and health staff.
4. Direct supervision and evaluation of PE and Health staff, as designated by the Superintendent and/or Assistant Superintendents.

Curriculum/ Program Oversight:

1. Responsible for the implementation and supervision of the physical education curriculum and instruction for-Pre K – 12.
2. Oversees the maintenance of standards concerning students' health, safety, and general welfare.
3. Interprets school policy and MIAA rules and regulations for coaches and the school administration.
4. Promotes school and community support of all athletic programs through ongoing communication and Family Engagement.
5. Coordinates transportation for all athletic events and practices.
6. Visits each school on a regular basis to observe and supervise the program and confer with principals and members of the staff.
7. Attends student athletic events as well as booster events to support and promote programs, as designated by the Superintendent This may include events that may run non-school year, at night, or on weekends.
8. Represents the Weymouth Public Schools with all regulatory agencies and at meetings with associations in matters related to interscholastic sports.
9. Works with central administration and other local organizations to coordinate the use of all athletic facilities under the jurisdiction of the school department.
10. Supervises the recommendation and selection of instructional materials in support of the curriculum.
11. Initiates the ordering of equipment and is responsible for its issue and maintenance in collaboration with building principals.
12. Prepares reports as requested by the office of the Superintendent and/or Assistant Superintendents.
13. Coordinates the participation of students and staff in community and school-based activities related to the curriculum in collaboration with building principals.
14. Coordinates departmental testing programs and maintains necessary records relating thereto.
15. Serves on various system-wide curriculum and program development committees and participates in professional meetings, conferences, and workshops.
16. Develops a comprehensive interscholastic athletic program appropriate for the students of the community.
17. Administers all aspects of the interscholastic athletic program, including the development of the annual budget and managing monthly collection of athletes' fees.

18. Performs such other duties as may be assigned by the principals, Superintendent or Assistant Superintendents.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

223 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Director of Career and Technical Education

Responsibility:

The Director of Career and Technical Education is responsible to the High School Principal. Together they should have joint responsibility for planning and implementing programs and activities in which career and technical education join with other students participating in interrelated academic and career and technical programming and scheduling of students

Qualifications:

1. Minimum of five years teaching experience, preferred
2. A Master's degree or higher from an accredited college or university.
3. Valid Massachusetts Supervisor/Director license appropriate for the particular assignment per regulations if the Massachusetts Department of Education.
4. Proven ability to work in a polite and friendly manner with many different publics.
5. Possess good verbal and written communication skills.
6. Demonstrates aptitude or ability to perform multiple tasks on a daily basis.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Proven ability to work in a collaborative and effective manner with many different constituents. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. A Master's degree or higher from an accredited college or university. Ability to satisfy Massachusetts DESE licensure requirements.

General Duties:

The Director of Career and Technical Education will lead, plan, develop, supervise and administer the instructional program in career and technical program in a manner that will foster in our students the development of skills, both occupational and academic, which will prepare the individual to enter and progress in the labor market or pursue further education.

Specific Duties:

1. Responsible for the supervision and implementation of the high school's career and technical education competency based curriculum including the Chapter 74 Cooperative Education Program.
2. Supervise the maintenance of standards concerning students' health, safety and general welfare.

3. Provide general supervision of related instructional areas including shops and classrooms where career and technical education is conducted.
4. Responsible for the recruiting, screening and professional development of the school's career and technical staff.
5. Revise and maintain an up-to-date CTE program eligibility requirements, documents and course/program of study for all subjects in the department's curriculum.
6. Evaluates and recommend teachers in the department for reemployment or professional status in collaboration with the building principal.
7. Assign student teachers within the department and provides general supervision and coordination in conjunction with the building principal.
8. Direct and supervise the preparation of all reports requested by the principal, the superintendent of schools, the State Department of Education and other state and federal government agencies and monitor for compliance.
9. Prepare and recommend an annual career and technical education budget request to the principal.
10. Assist in grant writing and implementation as well as development of statistics and school needs to access federal and state funds.
11. Represent the school and district in Department of Education meetings, Massachusetts Association of Vocational Administrators (MAVA) seminars and conferences involving career and technical education.
12. Oversee the development of the state mandated Advisory boards.
13. Develop and oversee a program of public relations designed to further the community's understanding and support of Career and Technical Education with news releases, development of brochures and business contacts.
14. Oversee the development of Career and Technical student recognition, e.g., term awards, graduation activities, scholarships, awards, VICA, etc.
15. Oversee the coordination of school and shop-related projects as well as on-site and off-site construction activities.
16. Oversee recruitment and placement of career and technical education students.
17. Oversee compliance with OSHA regulations through the implementation of established technical and school-wide procedures. This includes staff and student training and certification.
18. Promote educational integration and instructional leadership in state-mandated competency testing and applied curricular initiatives.
19. Participate in professional meetings, conferences and workshops.
20. Oversee and coordinate the Cooperative Education Program.
21. Collaborate with school and district staff to prepare for: (1) coordinated program reviews, (2) on-site Chapter 74 Program audits and (3) Carl Perkins on-site evaluations.
22. Perform other such duties as may be assigned by the WHS principal, and/or the Superintendent and Assistant Superintendents.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The

employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

223 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.