

HUMAN RESOURCES COMMITTEE

MONDAY, JULY 20, 2026

5:30 PM

NHS NORTH BOARDROOM

Meetings are broadcast live on Channel 22 via Comcast or

Livestream link to watch/listen Nashua ETV is: <http://tinyurl.com/NashuaETVStream>

(time subject to change)

AGENDA

COMMITTEE MEMBERS: S. Giglio, H. Raymond, J. Lewis, S. Lopez (alt)

CALL TO ORDER

ROLL CALL

DISCUSSION

- HR Update
- Job Descriptions:
 - Head Teacher (work session)
- Personnel Recommendations

NONPUBLIC SESSION, IF NEEDED (ROLL CALL VOTE):

- RSA 91 A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests an open meeting in which case the request shall be granted.
- RSA 91 A:3 II (b) The hiring of any person as a public employee.
- RSA 91 A:3 II (c) Matters which, if discussed in public, likely would affect adversely the reputation of any person, other than a member of the BOE, unless such person requests an open meeting.
- RSA 91 A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled....
- RSA 91 A:3 III Minutes of the meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, *unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board....*

ADJOURNMENT

NONMEETING FOR NEGOTIATIONS, IF NEEDED

NONMEETING WITH COUNSEL, IF NEEDED



NASHUA
SCHOOL DISTRICT
Gateway to Opportunity

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Michael Bowse
Director of Human Resources

HR Committee 7/20/2026:

Good afternoon:

The following is a breakdown of our current open positions for next school year.

- Job Openings
 - Total = 72.5 (para-educators not included)
 - Teachers for the 26/27 SY = 23.5
 - Elementary – 17
 - Middle – 4
 - High School – 2.5
 - School Psychologist – 4
 - Speech Language Pathologist – 2
 - Behavior Technicians – 7
 - Para-educators – working through transfers for true openings
 - Food Service - 19
 - Plant Operations - 11
 - Custodian - 4
 - Crossing Guards – 7
 - Administration = 3 (Brentwood Coordinator, Elementary Special Ed Coordinator x2)
 - Secretaries = 3 (Athletics, Central Registration, South Guidance)

**NASHUA SCHOOL DISTRICT
POSITION DESCRIPTION**

Position Title: Head Teacher

Union Affiliation: Teachers, Local 1044

Department: High School

Salary: Stipend per CBA

POSITION SUMMARY

The High School Head Teacher will serve as an informed resource for content area and instructional best practices. The Head Teacher fosters collaboration with colleagues and provides leadership necessary to implement curriculum with integrity and fidelity.

PRIMARY RESPONSIBILITIES

Leadership and Guidance

- Serve as a liaison between the department and administration.
- Meet regularly with the building principal, department via regular department meetings, and district personnel, by attending district level curriculum meetings to provide updates and to assist in planning and implementing school goals and professional development.
- Be knowledgeable of current pedagogy within content area and inform department members of practices, professional development opportunities, or methods of consideration.
- Facilitate vertical and horizontal discussions within department and among middle and high schools.
- Plan early release, in service day and summer work when applicable.
- Maintain regular contact with counterpart at North/South High Schools to ensure consistency between schools.
- Coordinate with school leadership and Director of School Counseling to update course offerings and revise the Program of Studies.
- Act as an intermediary between counselors and department regarding matters of recovery, failure, and placement.
- Oversee the department's master scheduling process.
- Facilitate the selection of students for department awards.
- Lead the selection process of new teachers by screening applicants, attending job fairs, and conducting interviews.
- Provide coaching and mentoring for teachers in the department.
- Provide coaching, mentoring, monitoring and support long-term substitute teachers in the department.
- Establish and maintain connections with stakeholders outside of the district.

Administrative

- Coordinate and oversee the purchasing and distribution of instructional materials and technological supplies for the department.
- Maintain textbook inventory and technology resources for the content area(s).
- Develop, review and implement curriculum and competency documents such as UBD's, competencies, department wide rubrics.
- Conduct review and analysis of data, e.g., demographics, SAT, SAS, enrollment, etc. to make informed decisions for the department, school, and district wide.

Teaching

- Delivery of specified course content using effective strategies for differentiation.
- Interact positively, professionally, showing respect towards students and parents.
- Actively engage students in lessons that are planned around grade level expectations and enhance critical thinking skills.
- Implement instructional strategies that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Promote the expectation for student success, and inspire and empower students in their own learning.

- Collaborate with peers regularly to align curriculum and enhance the instructional environment towards gains in student performance goals.
- Engage in the continuous pursuit of new understanding of teaching and learning; reflect on individual practices and beliefs and engage in efficient work habits for planning lessons, meeting deadlines and honoring schedules.
- Teach equivalent of three credits per school year, with a maximum of two (2) credits per quarter or semester, excluding Special Education Head Teachers.

Other Related Duties

- Perform other mutually agreed upon duties assigned by the Building Principal and/or District curriculum office.

EDUCATION

- BS/BA Degree.
- Master's Degree preferred.
- Teacher Certification in relevant content area.

QUALIFICATIONS

- Minimum of three (3) years teaching experience.
- Demonstrated ability to foster positive relationships within the school and community.
- Demonstrated ability to communicate and work effectively with diverse individuals and/or groups.
- Demonstrated understanding of best instructional practices.
- Solid foundation of knowledge, skills, and disposition for the content area(s).
- Commitment to participate in and provide ongoing professional development.
- Ability to embrace, facilitate and implement district and school-based initiatives.
- Ability to gather, organize, and analyze data for instructional decision making.

SUPERVISION

- Position reports to the Building Principal or designee and coordinates with the District Curriculum Office.

PHYSICAL REQUIREMENTS

Physically performs sedentary work exerting up to twenty (20) pounds of force infrequently, up to ten (10) pounds occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting. Position includes walking or standing for brief or intermittent periods of time. Occasionally reach above shoulders, kneel and bend. Mental demands requiring decision-making, analytical and organizational skills in order to achieve work objectives, draw daily operational conclusions, solve practical problems, use computer technology and to present information for use by students, peers and administration.

NOTES

- The Head Teacher will be selected from among the staff in the department in the school.
- The Head Teacher will have one (1) teaching plan period, in addition to a minimum of (1) Head Teacher plan period per day.
- The Head Teacher will not have any responsibility for evaluation of staff, bus or detention duties.
- World Language (WL), Art, Health/PE Head Teachers will also serve as head teachers for middle school teachers in those areas.

Revisions: 08/14/1998; 01/11/22