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Pamphlet, envelope, and blanks for The Pratt Teachers' Agency.

William O. Pratt

The Pratt Teachers' Agency

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THE
PRATT TEACHERS
AGENCY

Seventy, Fifth Avenue, New York

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THE increased and increasing facilities of The Pratt Teachers' Agency make it possible for the manager to speak with greater confidence than ever before of the services which he may reasonably expect to render those wishing positions and those wishing teachers for positions.

The membership of the Agency comprises teachers who are qualified for all grades of educational work, from the most elementary to the most advanced; while, on the other hand, the calls which come from schools, colleges, and families are of the same wide range.

An idea of the scope of the Agency's work may be gained from the fact that during the past year it has been asked to recommend teachers for positions of the various kinds mentioned below, and has successfully met these demands:

Grade and kindergarten.

Positions for tutors and governesses, resident and visiting.

Departmental work in all subjects commonly taught in high schools, academies, and private schools.

School secretaryships.

Principalships of public and private schools.

City and town superintendencies.

Supervisors and teachers of drawing, manual training, music, elocution, physical training, commercial branches, sewing, and cooking.

Model, critic, and department positions in normal schools.

Instructorships and professorships in colleges and technical schools.

The above positions which have been filled by the Agency represent no limited territory, but every section of the country.

Grade Teachers

At all times of year there are demands for well-trained grade teachers for public and private schools. Normal graduates or those of equivalent training are especially sought, and such teachers may reasonably hope to secure positions provided their personal qualities meet the approval of school officers. There is also a considerable demand for college women for grade positions.

In view of the constant calls which the Agency receives for primary and grammar grade teachers, the manager feels justified in speaking with no little encouragement to all teachers of this class, knowing what he has been able to accomplish in the past.

Secondary Teachers

Many calls are received for teachers of those branches comprised in high school and academy courses. The schools represented by these calls vary widely in location and in other respects so that there is always a fair chance for well-qualified teachers of widely varying personality and educational equipment. For secondary teaching, preference is more frequently given to college graduates, yet other qualifications are often accepted, ability to teach and to discipline counting for more than the highest scholarship without this ability.

Private Schools

Private schools in all parts of the country have been pleased to take advantage of the Agency's resources, the calls from this source ranging from kindergarten positions through the grades and secondary positions to those of college rank. The diverse conditions under which private schools are conducted make it possible for the Agency to enroll teachers differing greatly in preparation, experience, and personality, and yet with expectation of securing for them satisfactory positions.

Special Teachers

The tendency toward specializing in education has caused an increasing demand for teachers of special branches for both public and private schools, this demand including teachers of French, German, music, art, commercial branches, manual training, sewing, cooking, elocution, physical training, etc. The requirements of these positions are as diverse as the subjects, but well-equipped instructors are always in demand.

Tutors, etc.

Requests are also made for tutors and governesses, both resident and visiting, for school secretaries, school matrons, and for teachers for part-time positions.

Principals and Superintendents

Numerous opportunities to recommend principals and superintendents, both men and women, also come to the Agency. These include calls for primary, grammar, academic, and high school principals, and vary from small positions, requiring little or no experience, to those of great responsibility; from the principalship of an ungraded school to the superintendency of a large city system.

College and Normal School Positions

Although the number of college and normal school positions is naturally limited, yet the Agency is frequently asked to recommend men and women for college or university instructorships and professorships, and for the various departments of normal school work. The requirements for such positions are doubtless higher than ever before, but the opportunities for post-graduate and professional study are also greater, so that teachers may prepare themselves to meet all the demands.

Inexperienced Teachers

While there are many positions for which only experienced teachers will be considered, yet there are many others adapted to the qualifications of those who have never taught, school authorities recognizing the fact that the right personal characteristics frequently give assurance of success. The Agency secures excellent positions every season for those just graduating from college or from training schools.

The Time to Register

Although more positions are filled during the spring and early summer than at any other time, yet there is no season of the year when vacancies are not occurring, nor a time when some of the most desirable positions are not being filled. Consequently the teacher who wishes a position should not wait for any particular season to register. The position for which he is especially fitted may become vacant any day in the school year.

The Membership of the Agency

Enrolled upon the books of the Agency may be found graduates of many of the best colleges of the country, as well as of foreign universities—graduates who have further prepared themselves for teaching by special work leading to advanced degrees; graduates of scientific and technical institutions; graduates of the normal schools of many different states, and of local training schools; graduates of public and private kindergarten schools, and of special schools of drawing, manual training, music, commercial branches, elocution, physical training, domestic art, and domestic science; foreign-born teachers prepared to teach their own language, and Americans who have fitted themselves to teach modern languages by special study in this country or abroad.

Every effort is made to obtain full information concerning the education, experience, character, and personal qualities of all who register. Confidential testimonials are secured from those whose names are given as references, and all this information is so kept as to be available for those seeking teachers.

Method of recommending Teachers

The Agency endeavors to meet the wishes of its patrons in its methods of work, recommending directly to the authorities, when so requested, or putting teachers into communication with them, if this is preferred.

Every school and every college is working under conditions peculiar to itself, and when the authorities, in asking to have teachers recommended, state these peculiarities, giving information as to subjects to be taught, training required, length of experience expected, church relations, personality, and other essentials, the Agency uses its best endeavors to meet these requirements, keeping in mind the nature of the school and the work to be done, on the one hand, and on the other, the qualities, personal and educational, of the teacher.

Recommendation of Schools to Parents

Another function of the Agency, in addition to the recommendation of teachers, is the recommending of schools to parents. Catalogues of many schools are kept on file, and if parents inform the Agency as to the location of the school desired, the amount of tuition they wish to pay, and other necessary conditions, the Agency endeavors to put the parents into communication with such schools as best meet these requirements. No charge is made to parents for this service.

School properties are rented and sold by the Agency, and school partnerships formed.

Territory covered by the Agency

Inquiry is often made as to the extent of the territory covered by the Agency. While it is natural that much more should be done in the east and north, yet there is hardly a state from which teachers are not registered, nor one from which calls for teachers are not made. It is therefore possible for the Agency to recommend to schools in any part of the country teachers with whom interviews may be arranged.

The manager of the Agency takes pleasure in giving the following list of names of educators who have allowed him to refer to them:

Dr. D. W. Abercrombie, Worcester, Mass. Academy
Dr. J. W. Abernethy, Berkeley Institute, Brooklyn
Prof. C. F. Adams, High School, Detroit, Mich.
Mr. H. P. Amen, Phillips Academy, Exeter, N. H.
Dr. W. G. Anderson, Yale University
Supt. S. V. Arrowsmith, Red Bank, N. J. Public Schools
Dr. G. W. Atherton, Prest. Penn. State College
Dr. F. W. Atkinson, Supt. Newton, Mass. Schools
Dr. T. J. Backus, Packer Collegiate Inst., Brooklyn
Prof. F. T. Baker, Teachers College, New York
Dr. T. M. Balliet, Supt. Springfield, Mass. Schools
Misses Bangs and Whiton, Cathedral School, Washington
Mr. E. S. Barney, Hebrew Technical Inst., New York
Supt. F. H. Beede, New Haven, Conn. Public Schools
Dr. H. H. Belfield, Chicago Manual Training School
Mr. C. A. Bennett, Bradley Polytechnic, Peoria, Ill.
Prof. Arthur Bibbins, Woman's College, Baltimore
Prof. H. S. Bird, William and Mary College
Major J. B. Bisbee, Riverview, Poughkeepsie, N. Y.
Dr. L. I. Blake, Kansas State University
Prof. F. D. Blodgett, Oneonta, N. Y. Normal School
Prof. A. C. Boyden, Bridgewater, Mass. Normal School
Prof. J. E. Brady, Smith College
Dr. Edward Brooks, Supt. of Schools, Philadelphia
Mr. C. F. Brusie, Mt. Pleasant Acad., Ossining, N. Y.
Mr. S. W. Buck, Lyndon Hall, Poughkeepsie, N. Y.
Mr. W. E. Chancellor, Supt. Bloomfield, N. J. Schools
Prin. C. S. Chapin, Providence, R. I. Normal School
Mr. F. M. Colleston, Prin. High School, Salem, Mass.
Dr. J. S. Cooley, School Comsr., Nassau Co., N. Y.
Prof. Z. W. Coombs, Worcester Polytechnic Institute
Prin. C. H. Cooper, Mankato, Minn. Normal School
Mr. E. C. Coulter, Head-master, Univ. School, Chicago
Supt. L. N. Crane, Rome, N. Y. Public Schools
Prof. M. B. Crawford, Wesleyan University
Misses Creighton and Farrar, Englewood, N. J.
Dr. J. G. Croswell, Prin. Brearley School, New York

Prof. E. P. Crowell, Amherst College
Supt. D. P. Dame, Milton, Mass. Public Schools
Mr. V. L. Davey, Supt, East Orange, N. J. Schools
Dr. E. B. Delabarre, Brown University
Mr. R. E. Denfeld, Supt. Duluth, Minn. Schools
Prof. Edward Dickinson, Oberlin College
Miss Grace H. Dodge, New York
Miss L. A. Doren, Super. Ocean Grove, N. J. Schools
Dr. S. T. Dutton, Teachers College, New York
Supt. F. W. Eaton, Naugatuck, Conn. Public Schools
Prin. W. A. Edwards, Yonkers, N. Y. High School
Prof. B. K. Emerson, Amherst College
Dr. E. H. Forbes, Torrington, Conn. Public Schools
Supt. H. W. Foster, S. Orange, N. J. Schools
Rev. H. B. Frissell, Prin. Hampton (Va.) Institute
Mr. J. M. Furman, Irving Institute, Tarrytown, N. Y.
Dr. F. L. Gamage, St. Paul's School, Garden City, N. Y.
Prof. J. F. Genung, Amherst College
Prof. A. L. Gillett, Hartford Theological Seminary
Prof. Chas. B. Goold, Albany, N. Y. Academy
Supt. C. E. Gorton, Yonkers, N. Y. Public Schools
Dr. R. O. Graham, Illinois Wesleyan University
Dr. George Griffith, Supt. of Schools, Utica, N. Y.
Dr. A. Gunnison, Prest. St. Lawrence University
Miss Mira H. Hall, Miss Hall's School, Pittsfield, Mass.
Prof. A. D. F. Hamlin, Columbia University
Supt. W. L. R. Haven, Morristown, N. J.
Prin. G. K. Hawkins, Plattsburgh, N. Y. Normal School
Mr. N. P. Heffley, Heffley School, Brooklyn
Prof. F. W. Hooper, Director Brooklyn Institute
Mr. J. F. Hopkins, Supervisor Drawing, Boston
Miss Grace A. Hubbard, Smith College
Head-master L. C. Hull, Michigan Military Academy
Col. C. E. Hyatt, Penn. Military College
Dr. W. M. Irvine, Mercersburg (Pa.) Academy
Prin. E. L. Kemp, E. Stroudsburg, Pa. Normal School
Prof. J. F. Kemp, Columbia University
Supt. C. N. Kendall, Indianapolis, Ind.
Prin. H. W. Kittredge, Westfield, Mass. High School
Prof. C. F. Kroeh, Stevens Institute of Technology
Prin. A. R. Lawton, Chappaqua (N. Y.) Mountain Inst.
Mr. John Leal, School for Boys, Plainfield, N. J.
Dr. C. H. Levermore, Pres. Adelphi College, Brooklyn
Supt. H. P. Lewis, Worcester, Mass. Public Schools
Prof. William Libbey, Princeton University
Mrs. A. J. Lyman, Miss Hills' School, Philadelphia
Dr. E. O. Lyte, Normal School, Millersville, Pa.
Dr. J. C. Mackenzie, The Mackenzie School, Dobbs Ferry
Dr. A. C. McLachlan, Prin. Jamaica Normal School
Dr. S. J. McPherson, Head-master, Lawrenceville School
Mr. J. G. MacVicar, Montclair, N. J. Military Academy
Dr. A. P. Marble, Assoc. Supt. Public Schools, New York
Supt. C. S. Marsh, Auburn, N. Y. Public Schools
Mr. W. R. Marsh, Prin. Pingry School, Elizabeth, N. J.
Miss C. E. Mason, The Castle, Tarrytown, N. Y.
Mr. H. M. Maxson, Supt. Schools, Plainfield, N. J.
Dr. W. H. Maxwell, Public Schools, Greater New York
Prof. Leverett Mears, Williams College
Dr. C. E. Meleny, Assoc. Supt. Public Schools, New York
Prof. J. L. Morris, Cornell University
Prof. A. D. Morse, Amherst College
Dr. L. C. Mygatt, Prin. Collegiate School, New York

Dr. E. A. Noble, Centenary Inst., Hackettstown. N. J.
 Dr. H. L. Osgood, Columbia University
 Mr. C. V. Parsell, Prin. Cascadilla School, Ithaca, N. Y.
 Dr. E. R. Payson, Rutgers College Grammar School
 Miss L. M. Phelps, Collegiate School Columbus, O.
 Dr. A. B. Poland, Supt. Newark, N. J. Public Schools
 President A. V. V. Raymond, Union University
 The Misses Rayson, 176-180 W. 75th St., New York
 Dr. H. S. Redfield, Columbia University
 Dr. E. S. Redman, Supt. Schools, Hornellsville, N. Y.
 Dr. J. F. Reigart, University of Cincinnati
 Prest. Rush Rhees, Rochester University
 Prof. H. B. Richardson, Amherst College
 Mr. J. G. Riggs, Miss Masters' School, Dobbs Ferry, N. Y.
 Mr. H. J. Rogers, Ed. Director, Louisiana Purchase Exp.
 Prof. H. W. Rolfe, Leland Stanford University
 Dr. Julius Sachs, Collegiate Institute, New York
 Prof. F. E. Sanborn, Ohio State University
 Mr. W. Sargent, State Supervisor Drawing, Mass.
 Prof. J. H. Sawyer, Williston Sem., Easthampton, Mass.
 Dr. C. A. Schumaker, Oneonta, N. Y. Normal School
 Prin. M. T. Scudder, New Paltz, N. Y. Normal School
 Mr. E. F. Sears, Mary Institute, St. Louis, Mo.
 Prof. C. D. Seely, Brockport, N. Y. Normal School
 President L. C. Seelye, Smith College
 Dr. J. C. Sharpe, Blair Presb. Acad., Blairstown. N. J.
 Dr. F. S. Shepherd, Asbury Park, N. J. Public Schools
 Mr. T. W. Sidwell, Friends' School, Washington, D. C.
 Prin. E. H. Smiley, Hartford, Conn. High School
 Dr. E. G. Smith, Beloit College
 Supt. W. A. Smith, Poughkeepsie, N. Y. Public Schools
 Dr. F. E. Spaulding, Passaic, N. J. Public Schools
 Supt. R. Spaulding, Montclair, N. J.
 Prof. F. H. Stoddard, University of New York
 Dr. M. W. Stryker, Prest. Hamilton College
 Mr. H. F. Towle, Boys' High School, Brooklyn
 Mr. W. A. Towne, Bulkeley School, New London, Conn.
 Prin. W. R. Trowbridge, Rugby School, Kenilworth, Ill.
 Prin. W. I. Twitchell, West Middle School, Hartford, Ct.
 Miss Laura A. Vail, Vail-Deane School, Elizabeth, N. J.
 Prin. M. H. Walrath, Troy, N. Y. High School
 Prof. F. M. Warren, Yale University
 Dr. J. P. Welsh, Prin. Bloomsburg, Pa. Normal School
 Dr. J. S. White, Berkeley School, New York
 Prin. Marcus White, New Britain, Conn. Normal School
 Mr. F. W. Whitney, High School, Watertown, Mass.
 Prin. W. K. Wickes, Syracuse, N. Y. High School
 Supt. H. J. Wightman, N. Plainfield, N. J. Public Schools
 Mr. S. P. Willard, Conn. State Board of Education
 Dr. F. J. E. Woodbridge, Columbia University
 Prof. J. F. Woodhull, Teachers College, New York
 Dr. C. M. Woodward, St. Louis Manual Training School

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THE PRATT TEACHERS' AGENCY
70 FIFTH AVENUE, NEW YORK

IF you are intending to make changes in your corps of instructors, and will kindly indicate the conditions, I shall take pleasure in telling you of such teachers as seem especially adapted to the requirements, whether for general teaching or for special work in any department.

WM. O. PRATT, MANAGER

Name and location of school?

.....

To whom should application be made?

.....

Nature of position?

Subjects to be taught?

Are other subjects desirable?

Experience required?

Sex of teacher? *Salary?*

When does work begin? *Election?*

Church preference?

Do you prefer a graduate of any particular institution?

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Remarks:

.....

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Date 190