

METHUEN PUBLIC SCHOOLS

VACANCY NOTICE

**THE AVAILABILITY OF THIS POSITION IS CONTINGENT UPON SUFFICIENT
FUNDING AND ENROLLMENT**

TITLE: *1:1 Program Assistant, Grade 5 visually impaired student
Comprehensive Grammar School*

DATE OF OPENING: *Immediately*

QUALIFICATIONS:

1. *High school diploma is required; associates degree preferred*
2. *Experience working with children*
3. *Bilingual Spanish/English required*
4. *SPEDIAC training preferred*
5. *Experience assisting in program implementation, including behavioral interventions*
6. *Ability to work with professional staff*
7. *Outstanding preparation and/or experience may be substituted for some of the above qualifications.*

GENERAL RESPONSIBILITIES:

1. *Assist a student with needs throughout his day, including in classes, specials, lunch, recess and other times*
2. *Support teachers in conducting classroom activities*
3. *Support academically and behaviorally within the classroom setting*
4. *Will need to provide direct support during less structured periods of the school day*
5. *Perform duties as assigned by school administration*
6. *Other duties as assigned by the classroom teacher*

SALARY: *Based on the current program assistant's salary schedule*

APPLICATIONS: *Letter of interest and résumé (no email please) should be submitted to:*

***Brandi Kwong, Ed.D.
Supervising Principal
Comprehensive Grammar School
100 Howe Street
Methuen, MA 01844***

INTERVIEWS BY INVITATION ONLY

**THE METHUEN SCHOOL DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND
SERVICE PROVIDER**

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3-23-11*