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#12-014
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METHUEN PUBLIC SCHOOLS

VACANCY NOTICE

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

TITLE: Lead Teacher for Marsh Grammar School After-School Club for ELLs

DATE OF OPENING: Feb. 10, 2012

QUALIFICATIONS:

1. Teacher in the Methuen Public Schools at the Marsh Grammar School
2. Successful completion of at least 3 ELL Category courses
3. Experienced, competent teacher of mathematics and/or ELA with the ability to provide instruction in mathematics and writing skills, with emphasis on improving students' verbal and written reasoning and communication
4. Bilingual in English/Spanish helpful
5. Previous successful experience coordinating after-school clubs helpful

GENERAL RESPONSIBILITIES:

1. Provide appropriate and challenging math instruction to students in Grades 3-8 from March 6, 2012, through April 12, 2012. (Six week program) two afternoons a week (Tues/Thurs.) from 2:45 – 4:30 PM for upper; 3:15 – 4:30 for lower
2. Manage certain administrative aspects of the program, such as attendance, snack, and bus coordination, and communicate with Language Acquisition Department secretary regarding the same
3. Monitor student progress, attendance, and behavior, and program instruction
4. If applicable, select and submit orders for appropriate materials for successful program implementation
5. Maintain regular communication with Language Acquisition Dept. Supervisor
6. Attend and contribute at orientation and planning workshops for teachers: Initial orientation: Tues., Feb. 14, 2012, 3:00 – 4:00; second planning meeting TBD

SALARY: \$30.00/hour for teaching in the program (5 hours per week) and attendance at two 1.25-hour planning meetings; additional Lead Teacher stipend of \$630 (\$35 x 18 hours total).

APPLICATIONS: Letter of interest, résumé and licensure (no email please) may be submitted to:

Ms. Jane Sigillo
Language Acquisition Department Supervisor
100 Howe Street
Methuen, MA 01844

This program is supported by a grant from the Massachusetts Department of Education. This material does not necessarily reflect the views or policies of the Massachusetts Department of Education or the Federal Government - Total Project Funds: \$86,701.00

INTERVIEWS BY INVITATION ONLY

THE METHUEN PUBLIC SCHOOLS IS AN EQUAL OPORTUNITY EMPLOYER AND SERVICE PROVIDER.

JES/kaq
1/31/12