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METHUEN PUBLIC SCHOOLS

VACANCY NOTICE

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

TITLE: *Supervisor of Extended School Year Program for Grades PK-12*

DATE OF OPENING: *Summer 2012(with preparation and coordination work to begin during approximately Spring 2012)*

QUALIFICATIONS:

1. *Holds or is eligible to hold a Massachusetts license as a teacher/supervisor, and/or director/principal*
2. *Holds a Master's degree or higher from an accredited institution with significant coursework/study in the field of administration/supervision*
3. *Demonstrates knowledge of special education extended school year programs and remediation programs*
4. *Demonstrates ability to work with state, federal and local guidelines for program development, implementation and evaluation*
5. *Has a minimum of three (3) years successful teaching or administrative experience with students/or adults with special needs*
6. *Outstanding preparation and/or experience may be substituted for some of the above qualifications.*

GENERAL RESPONSIBILITIES:

Under the direction of the Director of Special Education, the Supervisor of the extended school year (ESY) program assumes responsibility for the entire extended school year program for special education. This includes but is not limited to: planning programs and services, hiring staff, scheduling all classes, services, etc, coordinating transportation, coordinating with food service, supervising/overseeing the implementation of the programs and services, conducting weekly staff meetings, providing guidance and consultation to the staff in their delivery of services, coordinating transition planning between school year staff and ESY staff for a smooth transition for students, and, any other duties as directed by the Director of Pupil Services as determined necessary for the implementation of the ESY program.

SALARY: *To be determined – based upon qualifications and experience*

APPLICATIONS: *A letter of interest and a complete résumé of the candidate's experience, educational background, and licensure should be sent to:*

***Gina R. Bozek, M.Ed.,CAGS
Director of Special Education
Methuen Public Schools ~ Quinn Building
90 Hampshire Street
Methuen, MA 01844***

INTERVIEWS BY INVITATION ONLY

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