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**METHUEN PUBLIC SCHOOLS**

**VACANCY NOTICE**

**TITLE:** *Coordinator of Unified Talent & Summer Programs Pk-8*

**DATE OF OPENING:** *February 1, 2012*

**Qualifications:**

- *Hold or be eligible to hold a Massachusetts professional License as a Teacher and Supervisor/ Director or Principal*
- *Hold a Master's Degree or higher from an accredited institution with significant course work/study in the field of Administration/Supervision*
- *Demonstrated knowledge of extended day programs, enrichment programs and remediation programs*
- *Demonstrated ability to work with state, federal and local guidelines for program development, implementation and evaluation*
- *Have a minimum of three (3) years successful teaching experience with students/or adults*
- *Outstanding preparation and/or experience may be substituted for some of the above qualifications.*

**Performance Responsibilities:**

- *Supervises/Coordinates and plans the grammar school program*
- *Onsite Supervisor for programs*
- *Ensures compliance with state, federal and local regulations and guidelines*
- *Serve as the administrative leader for the summer programs*
- *Attend all meetings where applicable*
- *Prepare and submit all necessary reports and data for the summer program*
- *Develop and implement in-service training for the summer program staff*
- *Serve as liaison between the summer school programs and the Methuen School System*
- *Supervise and recommend expenditures in accordance with the summer program budget and local practices*
- *Obtain and process information, data and forms necessary for the successful operation on the summer programs*
- *Compile and maintain all official records and student data as required by the Methuen Public Schools*
- *Ensures that all time lines are met for summer school*
- *Assume other duties that may be assigned from time to time with the job goal and performance responsibilities as described above*

**Terms of Employment:** *February 2012 through August 2012*

**Salary:** *Stipend for planning \$6,500  
Summer programs to be determined based on Unit A contract*

**Applications:** *A letter of interest and résumé (no email please) should be submitted to:*

***Judith A. Scannell  
Superintendent of Schools  
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.***

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