

SALEM SCHOOL DEPARTMENT  
SALEM, MASSACHUSETTS

October 27, 2009

SUPERINTENDENT'S BULLETIN #5

To All Salem Public Schools Employees:

**COURSE REIMBURSEMENT**

Courses submitted for reimbursement must be approved prior to the course being taken. After completing an approved course, *the grade, and proof of payment* (cancelled check, credit card bill) must be submitted to the Personnel Office to process any reimbursement request. No request can be processed until all required documents have been submitted. *All requested information must be submitted prior to November 15, 2009 in order to be eligible for reimbursement (pending funding availability)*

**SALTONSTALL SCHOOL**

.5 Art Teacher

Please send letter of interest, resume, transcripts, certification & 3 current letters of recommendation to: Ms. Jeanine D'Entremont, Human Resources, 29 Highland Avenue, Salem, MA 01970.

**Head Boys' and Girls' Indoor Track Coach** Salary range \$3,590 to \$4,481

Duties include safety of athletes, writing and supervising workouts for various events, presence at all meets, and working with the head coach. (Season: November – February)

Please send letter of interest, resume and three letters of reference to Scott Connolly, Athletic Director, Salem High School, 77 Willson Street, Salem, MA 01970