

SALEM SCHOOL DEPARTMENT
SALEM, MASSACHUSETTS

December 10, 2009

SUPERINTENDENT'S BULLETIN #11

To All Salem Public Schools Employees:

TEACHER ABSENTEE LINE

REMINDER: Any Staff Member who will be absent for sick, personal, professional days need to contact Camille Bresnahan @ (978) 745-6746 which is the teacher absentee line.

SALEM HIGH SCHOOL

Long Term Substitute – Business Teacher –Must be proficient in Accounting & Keyboarding/Computers

Electrical 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

BATES ELEMENTARY SCHOOL

Long Term Substitute Maternity Leave until the end of the school year – Kindergarten Diversion & Mainstream 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

EARLY CHILDHOOD

Special Education Paraprofessional 5Hrs/Day @ \$12.35/HR.- Associates Degree required or Para Pro test, Work Keys test or 48 college credits required.

Please send letter of interest to: Ms. Jeanine D'Entremont, Human Resources, 29 Highland Avenue, Salem, MA 01970

WITCHCRAFT HEIGHT SCHOOL

Anticipated Vacancies

Long Term Substitutes- Grade 3 & Grade 5

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

School-based ELL Instructional Coaches

Duties and responsibilities to include:

- Work with school principal to review student proficiency levels and appropriate ESL services
- Monitor FLEP progress throughout the year
- Coordinate end-of-year ELL Team meetings to assess progress and/or reclassify LEP students
- Coordinate sending of parent notifications and questionnaires
- Maintain LEP student folders within the cumulative record
- Communicate with Title III Coordinators about school-based ELL needs
- Provide instructional guidance for classroom teachers
- Attend CST meetings of LEP students and work with teachers to plan instructional interventions

Liaisons will be based at: Bates, Bentley, Bowditch, Carlton/Horace Mann, Saltonstall, Witchcraft, Collins Middle School, and Salem High

Stipend: \$500 (Bates, Carlton, HMLS, Salts, WHES) *
\$750 (Bentley, NBS, Salem High)*
Provided through Title III Funding

Please send a letter of interest to: Ms. Alyce Davis, Assistant Superintendent, c/o Mindy Marino, Collins Middle School, by January 8, 2010.

* Based on current LEP student enrollment