

SALEM SCHOOL DEPARTMENT  
SALEM, MASSACHUSETTS

November 5, 2009

SUPERINTENDENT'S BULLETIN #7

**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)*

**SALEM HIGH SCHOOL**

**Anticipated Vacancy – Long Term Substitute** – English Teacher

Special Education Teacher

Student Activities Coordinator – Stipend per contract

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

**Grant Funded: Grant Manager for the Salem High School Bridging the Gap....Mathematically Technology Grant**

Salem High (1)

Duties include:

- Implementing the grant objectives and requirements.
- Coordination and scheduling of professional development .
- Ordering and inventory of all supplies and materials.
- Attendance at all DESE grant meetings/conference calls.
- Assisting in writing final grant report.
- Acting as liaison to the grant evaluator to develop assessment and outcome measures.

Stipend: \$ 2500.00

Please send letter of interest to Loretta Cannistraci by: November 20, 2009.

**WITCHCRAFT HEIGHTS ELEMENTARY SCHOOL**

**Anticipated Vacancy** – Special Education Inclusion Teacher

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

