

FITCHBURG PUBLIC SCHOOLS

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Posting No: SJP 1112-034 NOTICE OF POSTABLE POSITION 2011-2012

DATE POSTED: August 25, 2011
POSITION: 21st Century Out-of-School Time Certified Enrichment Instructors
(All duties must be performed during non-contractual hours)

SALARY: Level 6 Per FEA Contract (prorated per hour)

HIRING CONTACT: Jennifer L. Jones, 21st Century Program Supervisor

FUNDING SOURCE: 21st Century Community Learning Centers Grant #647A, 647A2 647B1, ASOST, 21st Century Revolving

QUALIFICATIONS:

- Massachusetts Teaching Certificate.
- Knowledge of activity or subject area to be performed.
- Previous experience in implementing after school activities for children.
- Certified in CPR and First Aide preferred.

RESPONSIBILITIES:

1. Prepare and implement a standards-based, project-based activity with a **strong academic component** for a minimum of 1 hour, for a ten-week session **OR** provide standards-based **specialized** instruction during the homework zone.
2. Provide differentiated instruction to children with special needs and struggling English language learners.
3. Ensure instructional materials are available for students.
4. Deliver activities/instructions within specified time frame.
5. Participate in a minimum of 6 hours of in-service 21st Century professional development.
6. Administer and complete pre/posts tests and other surveys as required by the district and 21st Century Grant.
7. Maintain and submit student attendance records weekly to Learning Center Coordinator.
8. Submit requests for materials to Learning Center Coordinator in a timely manner.
9. Other duties assigned.

APPLY BY: September 12, 2011 (for 1st Session: Sept 26 – Dec 21)
All other applications: Ongoing during Grant Cycle: September 2010 – June 30, 2011

***Note: All applicants must send a letter of interest along with a completed 21st Century Proposal Form. This form and more information about the position are available on the website: www.fitchburgarts.org under "Educator Resources". (Applicants will not be considered unless a proposal form is completed)**

(Please note: time sheets must be completed – all work must be completed to receive full stipend)

Put in writing: E-Mail or Letter. Include full name, school location, job posting name and number
For consideration, send this information to Hiring Contact's E-mail Address: jonesj@fitchburg.k12.ma.us
With a copy to: Human Resources at Central Office: zeenar@fitchburg.k12.ma.us
If it is Professional Development, be sure to register with: morcaldim@fitchburg.k12.ma.us

PLEASE POST IN ALL SCHOOLS

Notice to all applicants:

- If you hold three (3) or more stipend positions you must provide a detailed schedule of when the duties will be performed outside of the normal workday. This must be sent to the hiring contact and then submitted to human resources with the action form for prior approval.
- ALL individuals who are performing duties at Fitchburg Public Schools must receive a satisfactory CORI check.
- If an employee is using sick time, they may not perform the duties of a stipend position unless they receive prior approval from the Superintendent or designee.
- If all duties of the stipend are not satisfactorily performed, the stipend payment may be adjusted accordingly.