

FITCHBURG PUBLIC SCHOOLS



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Posting No: SJP 1112-035
NOTICE OF POSTABLE POSITION
2011-2012

DATE POSTED:

August 25, 2011

POSITION:

21st Century Out-Of-School Time Paraprofessional

Positions needed at following Learning Centers: McKay, Memorial, Longsjo, South Street, Crocker, Reingold, and Fitchburg High School

SALARY/HOURLY RATE:

Per Paraprofessional Rate

HIRING CONTACT:

Jennifer L. Jones, 21st Century Program Supervisor

FUNDING SOURCE:

21st Century Community Learning Centers Grant #647A, 647A2, 647B1, ASOST, and 21st Century Revolving

QUALIFICATIONS:

- "High Qualified" status under NCLB requirements.
- Previous experience working with at-risk students and students with diverse learning needs.
- CPR and First Aide Certification preferred
- Organized, creative, flexible and reliable.
- Experience in leading activities with youth.

RESPONSIBILITIES:

1. Provide skill building activities for students in the areas of math and ELA. (i.e. math games, reading, vocabulary and writing activities).
2. Lead students in enrichment activities such as games, structured sports, crafts, etc.
3. Complete pre/post SAYO surveys (Survey of Youth Outcomes) as required by the 21st Century Grant.
4. Assist Learning Center Coordinator with snack, transition times, dismissal and other duties assigned.
5. Participate in staff meetings at the request of the Learning Center Coordinator or Program Supervisor.
6. Participation in a minimum of 6 hours of 21st Century in-service professional development.
7. Other duties assigned

APPLY BY:

**IMMEDIATE OPENINGS: Ongoing during Grant Cycle: September 26, 2011 –June 7, 2012
(1st Session begins: September 26, 2011 – December 21, 2011)**

(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.*