

FITCHBURG PUBLIC SCHOOLS

376 South Street
Fitchburg, Massachusetts 01420
978.345.3220 Telephone
978.348.2305



ANDRÉ RAVENELLE
SUPERINTENDENT OF SCHOOLS
PAULA GIAQUINTO
ASSISTANT SUPERINTENDENT

ROBERT M. JOKELA
BUSINESS MANAGER
RICHARD J. ZEENA
ADMINISTRATOR OF HUMAN RESOURCES

Posting No: SJP 1112-036 NOTICE OF POSTABLE POSITION 2011-2012

DATE POSTED: August 25, 2011

POSITION: 21st Century Project Specialists - 21st Century Out-of-School Time Learning Centers: Longsjö, Memorial, Crocker, McKay, Reingold, South Street and Fitchburg High School
We are seeking individuals with expertise in the fields of engineering, robotics, science, media production, technology, music, dance, drama, creative writing, graphic arts or visual arts (i.e. guitar, dance, vocal/choral, piano, mural-making, pottery, photography, graphic arts, puppetry, book-making, etc.).

SALARY/HOURLY RATE: \$35.00 per hour (minimum of 1 hr per wk for 10 week session)

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

FUNDING SOURCE: MA DESE - 21st CCLC Grants 647A, 647A2, 647 B1, ASOST, 21st Century Revolving Account

QUALIFICATIONS:

- Extensive background and expertise in the field to be performed.
- Minimum of 4 years professional experience in the field.
- Successful experience teaching children and youth in an urban setting.
- Able to work with second language learners and youth with special needs.

RESPONSIBILITIES:

- Design and implement an after school activity appropriate for grade level at one or more building sites.
- Arrive on time to learning center prepared with materials necessary to deliver instruction.
- Deliver activities/instructions within specified time frame (minimum of 1 hour/week for 10 weeks).
- Work with Program Supervisor in developing student outcomes that connect with curriculum goals.
- Work with Program Supervisor and Learning Center Coordinator in setting up a schedule.
- Participate in 21st Century in-service professional development.
- Complete SAYO (Survey of After School Youth Outcomes) pre/post surveys as requested by Learning Center Coordinator.
- Other duties assigned.

APPLY BY: IMMEDIATE OPENINGS: On-going during grant cycle: September 26, 2011 – August 30, 2012

Application Process: Interested applicants must submit a letter of interest and resume along with a completed 21st Century Proposal Form for Staff. This form is available on our website: www.fitchburgarts.org under "Educator Resources" or contact Jennifer Jones, Director of Arts and After School Programming at Central Office: 978-343-6714 or e-mail: jonesj@fitchburg.k12.ma.us.

(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.