

**SALEM SCHOOL DEPARTMENT
SALEM, MASSACHUSETTS**

December 16, 2009

SUPERINTENDENT'S BULLETIN #12

To All Salem Public Schools Employees:

School-based ELL Instructional Coaches -Revised

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, CMS) *
 \$750 (Bentley, NBS, Salem High)*
 Provided through Title III Funding

Please send a letter of interest to:

Assistant Superintendent Alyce Davis, c/o Mindy Marino, Collins Middle School, by January 8, 2010.

* Based on current LEP student enrollment

Salem High School NovaNET after school program

Teachers are needed to staff the Salem High School after school NovaNET program. The program will run from January through May. Teachers would receive \$35.00 per hour and the program runs 2:30-4:30.

Preference is for teachers who are familiar with NovaNET and can provide assistance with a variety of subject areas.

The teacher will be responsible for the "learning environment" within the NovaNET lab and overseeing the administrative tracking of students during their 2 hour block.

If interested please send letter of intent and subjects willing to teach to Mr. William Shevory, Salem High School, 77 Willson Street, Salem, MA 01970 no later than December 23, 2009.

**Grant-Funded Openings
for Math Tutors**

Two (2) Title 1 Elementary (K-5 or K-8) Instructional Math Tutors

Tutors will provide small group remedial (Tier 2) instruction in math from (December 1 through mid June) Elementary Certification required. 18 hours per week at the rate of \$25.00 per hour. (Funding Source Title 1 Grant)

One (1) Title 1 Collins Middle School Instructional Math Tutor

Tutor will provide small group remedial (Tier 2) instruction in math from (December through mid-June). Middle School Certification required. 18 hours per week at the rate of \$25.00 per hour. (Funding Source Title 1 Grant)

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

