

PLEASE POST

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**SAUGUS PUBLIC SCHOOLS
SAUGUS, MASSACHUSETTS 01906**

Date: January 17, 2012

JOB REFERENCE #2012-285

ANNOUNCEMENT OF POSITION

Title of Position: **PARAPROFESSIONAL
VETERANS MEMORIAL SCHOOL**

Work Year: 10 Months

Effective Date
of Employment: 2010-2011 school year

Salary: In accordance with Paraprofessional Salary Scale

Organizational Relationship
or Line of Authority: Works under supervision of teachers who are responsible to
the Building Principal and the Director of Pupil Personnel
Services

Statement of Duties:

- Assists in the teaching process and works directly with children under the direction and supervision of the classroom teacher or Special Needs teacher in class support.
- Assists in toileting certain handicapped children.
- Lifts and carries certain handicapped children.
- Responsible for other general duties as indicated by the teacher, principal, Executive Director of Pupil Personnel Services, directives of the Superintendent of Schools or his/her designee, and policies of the Saugus School Committee.

Qualifications:

- Associates Degree

- Prefer prior experience with children in a school or similar setting.
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

Closing Date for Receipt
of Application:

February 7, 2012

Job Reference Number:

#2012-285

Number on Application and
Letter of Intent to:

Judith A. Eldridge
Human Resource Manager
Saugus Public Schools
23 Main Street
Saugus, MA 01906

An Equal Opportunity Employer

Policy of the Saugus Public Schools and Federal Law forbids discrimination because of race, religion, age, sex, marital status, disability, or national origin.

JAE