

**Updated**

**PORTLAND PUBLIC SCHOOLS PAYCHECK MEMO**

*Assuring that all students are learning for their future*

**July 2, 2010**

**Please submit applications for all positions to Human Resources unless otherwise stated. For the complete application process and additional information regarding current job openings, visit the employment opportunities page of our website at [www.portlandschools.org](http://www.portlandschools.org).**

**2010-2011 TEACHER/STUDENT SERVICES POSITION**

Appropriate Maine certification required.

**Only complete application packets will be considered. This includes internal candidates.**

**Application deadline is noon on July 16, 2010.**

**King Middle Schools—Special Education Teacher**

**(Job Code: T110701)**

The successful candidate will be working with mainstreamed special needs students in grades 6-7. The ideal candidate will have a strong middle school background and knowledge of Expeditionary Learning. Candidates must meet the federal definition of Highly Qualified to teach mathematics to be considered, please include evidence of being highly qualified in your application.

**Application deadline is noon on July 9, 2010**

**District—Elementary Spanish Teacher**

**(Job Code: T100610)**

The ideal candidate will possess strong language fluency in Spanish. Experience teaching foreign language at the elementary level preferred. Candidate must have desire to help create new elementary program using innovative and creative instructional and assessment strategies. Appropriate elementary foreign language certification is required. Candidates who meet the federal definition of Highly Qualified are preferred.

**Portland High School**

**Part-time Literacy Specialist (.5 FTE)**

**(Job Code: T100611)**

The teacher will serve as a .5 literacy coach for teachers. The position includes working with teachers of all courses offering support and coaching for improving strategies to enhance literacy skills. Candidates who meet the federal definition of Highly Qualified are preferred.

**Part-time Technology Teacher (.5 FTE)**

**(Job Code: T100612)**

The teacher will teach a variety of technology classes ranging from intro to computers to computer programming. Candidates who meet the federal definition of Highly Qualified are preferred.

**PATHS—**

**Plato Math Lab Supervisor - one year only—internal posting only**

**(Job Code: T100613)**

Supervisor to work with students grades 9-12 in the PLATO lab. Math degree preferred but not required, and undergraduate concentration in math (20 hours) is acceptable.

**Lincoln Middle School**

**Math Teacher**

**(Job Code: T100614)**

Seeking a dynamic, experienced and innovative mathematics teacher to be part of a 7th grade looping team at Lincoln Middle School. Lincoln serves a diverse population of 500 students with a staff of 80. The successful candidate will demonstrate the following qualifications: Masters degree in education, mathematics or related field; Willing to work as part of a 6/7 interdisciplinary looping team; Demonstrated experience working with research-based best practices and NCTM standards; Adept at differentiated instruction to teach all students ranging from struggling to gifted in the same class; Skillful at curriculum integration and able to engage students in authentic learning experiences; Experience working with disadvantaged youth, including students from poverty and ELL students; and Willingness to collaborate with parents and staff to improve learning for all students. Candidates must meet the federal definition of Highly Qualified to teach mathematics to be considered (Please include evidence of being highly qualified in your application.) Preference will be given to candidates with an ESL endorsement

**Library Media Specialist**

**(Job Code: 100615)**

Seeking an innovative library media specialist at Lincoln Middle School. Lincoln serves a diverse population of 500 students in grades 6-8 with a staff of 80. The successful candidate will demonstrate the following qualifications: Master's degree or equivalent in library and information science or related field; Desire to work with disadvantaged youth, including students from poverty and ELL students; Teach/model current, innovative methodology and incorporate the Maine Learning Results in delivering instruction; Provide instruction in information literacy skills, research strategies, and use of resources and equipment; Actively promote reading and library use through activities such as storytelling, booktalks, displays, publications and events; Provide staff development in the use of information resources and integration of information literacy skills; Collaborate with classroom teachers in designing, implementing and evaluating instruction; and Update instructional and library-related professional skills through continuing education opportunities. Preference will be given to candidates with an ESL endorsement.

**EDUCATIONAL TECHNICIAN CURRENT OPENING**

Appropriate Maine certification required.

**Application deadline is noon on July 16, 2010****Lincoln Middle School—Ed Tech III****(Job Code: D110702)**

Portland Public Schools is seeking a technology leader who will support learning technologies at Lincoln Middle School and serve as "tech lead" for the MLTI laptop program. This position requires technical knowledge, particularly of the Macintosh platform, and the ability to work well with teachers and students in a fast-paced, diverse learning environment.

**Presumpscot Elementary School****Ed Tech III(.75 FTE)****(Job Code: D110703)**

Ed tech needed for Library/Media coverage.

**Ed Tech III—Internal Applicants only****(Job Code: D110704)**

One on one Ed Tech needed to work with Aspersers Syndrome students. Experience and knowledge working with such students is preferred.

**SUPPORT POSITION**

**For all Support positions please submit a completed Support Application - found at [www.portlandschools.org](http://www.portlandschools.org) - and two letters of recommendation.**

**Application deadline is noon on July 9, 2010****Building Custodian Possible Opening Positions—Internal Applicants only**

Custodians are responsible for all cleaning and janitorial duties, including light maintenance, in their assigned school location or facility. Willingness to provide a clean and safe environment for our students a must. Maine Department of Education Criminal History Record Check Certification (CHRC) required.

**Moore—Building Custodian II****(Job Code: B100618)**

This position is scheduled to work 40 hours a week, 4 PM—12:30 AM, Monday—Friday.

**Presumpscot/Lyseth—Building Custodian II****(Job Code: B100618)**

This position is scheduled to work 40 hours a week, split between two (2) schools, 4 PM—12:30 AM, Monday—Friday.

**AMERICORPS OPPORUTNITY WITH CASCO BAY HIGH SCHOOL**

Casco Bay High School is seeking an AmeriCorps member to work with their population of English Language Learners (ELL's). The AmeriCorps member will oversee extended day programming that will enable ELL students to address skill needs in literacy and numeracy. The member will also provide some in-class support to ELL students as they strive to meet standards in mainstream classes. The member will, in addition, be responsible for co-leading an advisory group and for launching a mentoring program matching up college students with ELL students.

Please visit the AmeriCorps website at <http://www.americorps.gov/> for application process, which included submitting a cover letter, a resume a completed AmeriCorps application form and two reference forms or recommendation letters. Applications can be sent directly to Derek Pierce, Principal, Casco Bay High School, 196 Allen Ave, Portland, ME 04103. Bachelor's Degree required. The initial application deadline is July 9th, but applications will be accepted until the position is filled.

**ATTENTION ALL EMPLOYEES****IMPORTANT NOTICE REGARDING CHANGE IN PAYROLL SCHEDULE FOR THE MONTH OF AUGUST**

<b>Employees covered under the PEA contract</b>	The last paycheck for the 2009-2010 contract year will be issued on August 20, 2010. The first check of the 2010-2011 contract year will be issued three (3) weeks later on September 10, 2010
<b>Weekly paid employees</b>	There will be no paycheck on August 27 <sup>th</sup> . Timecards for week ending August 14 <sup>th</sup> & 21 <sup>st</sup> must be to Payroll on August 13 <sup>th</sup> to be paid on August 20 <sup>th</sup> . Next regular check will be issued on September 3 <sup>rd</sup> .
<b>Bi-weekly hourly paid employees</b>	There will be no paycheck on September 3 <sup>rd</sup> . Timecards for week ending August 7 <sup>th</sup> & 14 <sup>th</sup> , as well as one week for week ending August 21 <sup>st</sup> , must be to Payroll on August 13 <sup>th</sup> to be paid on August 20 <sup>th</sup> . Next regular check will be issued on September 10 <sup>th</sup> .
<b>Bi-weekly salaried employees</b>	There will be three (3) weeks between your August 20 <sup>th</sup> and September 10 <sup>th</sup> paychecks.

Please feel free to contact the Payroll Office at 842-5320 with questions.