

November 20, 2009

**SAUGUS PUBLIC SCHOOLS
SAUGUS, MASSACHUSETTS 01906**

PLEASE POST

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JOB REFERENCE #2009-071

ANNOUNCEMENT OF POSITION

Title of Position: **AFTERSCHOOL MCAS CLERICAL DATA
MANAGER**

Work Year: 2009-2010

Effective Date of Employment: January 20, 2010 – April 14, 2010

Salary: Per Clerical Contract not to exceed 30 hours

Organizational Relationship
Or Line of Authority: Principal of the Waybright School

Statement of Duties:

- Attendance
- Data collection for pre and post MCAS tests
- Prepare final report

Qualifications:

- Be present at the Waybright School to receive students (unless special arrangements can be made)
- Such alternatives to the aforementioned qualifications as deemed appropriate by the Superintendent of Schools.

Job Reference Number: #2009-071

Closing Date for
Receipt of Application: November 30, 2009

Please reference Job Posting
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