DATE: August 31, 2023

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore  
Assistant Superintendent for Human Resources

RE: Internal Posting –Anticipated Stipend Positions-2023-2024 SY / Science (9-12) & Social Studies (9-12)

NSAA Unit members are needed to perform responsibilities that were previously performed by the Director of Science and the Director of Social Studies.

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th># Positions</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI - STIP</td>
<td>1 – Administrator (Science)</td>
<td>Must be a current NECSD Administrator</td>
</tr>
<tr>
<td>SOC-STIP</td>
<td>1 – Administrator (Social Studies)</td>
<td>Must be a current NECSD Administrator</td>
</tr>
</tbody>
</table>

Work is to be performed outside of the normal administrative work day.

Duties & Responsibilities

1. Professional development coordination;
2. Work with lead teachers grades 6-12 to provide guidance and support for departmental work, including data analysis;
3. Responsibilities for supplies, material acquisition and inventory;
4. Undertake all State assessment management relative to their content area (K—12); and
5. Conduct curriculum map alignment

The time allotment for performance of the above-referenced tasks will average 10 hours per month.

Not to exceed: 120 hours per year per position

Funding Source: General Fund

Internal candidates must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside of the posting.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Paper applications will not be accepted.

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM: sb