

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT

580 Erial Road, Blackwood, New Jersey 08012-4550

(856) 227-4106 • Fax (856) 227-6835

www.bhprsd.org

Engaging Students, Fostering Achievement, Inspiring Excellence

Brian Repici, Ed.D.

Superintendent

Matthew Szuchy

Director of Curriculum & Instruction

Julie A. Scully

Supervisor of Personnel Management

D. Jean Grubb

Board Secretary

Business Administrator

David C. Cappuccio, Jr.

Director of Special Services & Special Education

July 16, 2015

RE: NCLB Title IA – English Language Learning/Spanish Tutor Para-professional
Para-professional Staff – Triton (Account#20-231-100-116-020-98)
Payment is \$20.50/hr. X 7 hours x 185 days = TOTAL \$26,550.00 **
Bachelor's degree and teaching certification required.
Knowledge of the Spanish Language desired.

Dear Prospective Employees:

The district is seeking one (1) Para-professional to offer supportive in-class services to at-risk English Language Learning students, five days a week, seven hours a day, for 185**days at Triton Regional High School. BHPRSD Para-professionals are not eligible for these positions because they are employed as classroom aides during these grant mandated hours.

The following is a list of expectations for the Para-professional appointed to this position:

- A specific list of English Language Learning students will be eligible for this service. Students who demonstrate an inability to achieve at grade level in math and language arts would also be eligible for the tutoring service.
- Expected to make contact with English Language Learning teachers, coordinate their lesson planning, provide and acquire resources for English Language Learning classroom teachers, provide classroom reading support in English Language Learning class and other subject area classes, and provide direct and indirect English Language Learning services to parents.
- Expected to make all necessary appointments with students who need extra-help.
- Maintain a log of hours by date, time, and description to account for all hours. Must sign and submit log upon completion of the school year to Matthew Szuchy, Director of Curriculum and Instruction.
- Tutor students that need remediation in the Spanish Language.

Para-professionals interested in this assignment may apply by directing a letter to Matthew Szuchy no later than August 10, 2015.

Sincerely,

Matthew Szuchy

Director of Curriculum & Instruction

C: Brian Repici, Ed. D
Julie Scully
Jean Grubb
Melissa Sheppard
Jennifer Grimaldi
Gail Shelly

**Working days and salary will be prorated for time in the position.

TRITON REGIONAL HIGH SCHOOL

250 Schubert Avenue

Runnemede, NJ 08078-1796

(856) 939-4500 • Fax (856) 939-4724

Melissa Sheppard, Principal

HIGHLAND REGIONAL HIGH SCHOOL

450 Erial Road

Blackwood, NJ 08012-4599

(856) 227-4100 • Fax (856) 227-3619

Elizabeth G. Petite, Principal

TIMBER CREEK REGIONAL HIGH SCHOOL

501 Jarvis Road

Erial, NJ 08081-2169

(856) 232-9703 • Fax (856) 232-5267

Mae F. Robinson, Principal