

The Bulletin

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A weekly newsletter for and about Montgomery County Public Schools

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Data Warehouse System launched to provide central source of information

Central office staff and school-based administrators are being trained in the new Data Warehouse System component of the Integrated Quality Management system. Long-range expectations are for information on the system to be publicly available to teachers, staff, parents and the community via the Web.

The Data Warehouse System integrates data from various systems and provides a central source of information. The system's tools and reports facilitate analysis to support school and administrative performance monitoring for improved teaching and learning.

The Office of Global Access Technology project team worked extensively with the Office of Shared Accountability and Office of School Performance on the design and development of the system and with the Office of Staff Development to design user training. During July and August, more than 130 school-based administrators at the elementary, middle and high school levels attended initial training in use of the system. Training of school-based administrators and key central office staff will continue through the fall.

The system presents users with a graphical profile and decision model that display data aggregated at the school, cluster and county level, with some data
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Jeweler named as one of state teacher finalists

Barbara Jeweler, director of James Hubert Blake HS's award-winning TV Production Program, internship coordinator and instructor for media arts, was named one of eight finalists for the 2004 Maryland Teacher of the Year.

The finalists were selected from among 24 local jurisdiction winners by a panel of educators, public officials, parents and private sector representatives. Criteria included teaching philosophy,
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Newly modernized schools

Students at Lakewood ES and William Tyler Page ES returned from holding schools to begin the 2003-2004 school year in completely modernized facilities. Lakewood, originally built in 1968, reopened with about 510 students. The \$13 million modernization increased the building's capacity



by more than 100 students and added a gymnasium. The City of Rockville contributed to the cost of the gym. William Tyler Page was modernized at a cost of \$11.4 million, extending its capacity from 466 to accommodate a projected enrollment of 516 students. The facility, built in 1965, had an existing gymnasium. About 400 students are attending the school this fall.



Backpacks for students

Deputy Superintendent Gregory Thornton and representatives from Office Depot's Business Services Division, Mid-Atlantic Region, give out backpacks filled with school supplies to students at Gaithersburg ES Sept. 2. Office Depot donated more than \$7,000 worth of packs and supplies for 500 students attending the school. From left are Thornton, Robert Embrey, Ron Drescher and Kevin Evans. About 67 percent of Gaithersburg ES students qualify for Free and Reduced-price Meals.



Announcements

MCPS Teachers Bowling League. Bowling for the new school year will begin on Wednesday, Sept. 10, at Bowl America on Clopper Road. New members are always welcome. Join the group on Wednesday, Sept. 10, at 4:30 p.m. or call Marty Graham or Erin King at 301-601-4350 for more details. No bowling skills required.

Outdoor Education open house. The Lathrop E. Smith Environmental Education Center will host an informal open house for parents of sixth grade students who will be attending residential outdoor education this year. The event will be held Thursday, Sept. 11, 6:30-8:30 p.m. Parents are invited to tour the facilities, meet staff and learn about the residential outdoor education program. A Spanish-speaking interpreter will be available. Light refreshments will be served, and everyone is welcome. Call the Smith Center at 301-924-3123 to RSVP or if you have questions.

CEC meet and greet. Montgomery County Council for Exceptional Children, Chapter 246, will welcome Dr. Carey Wright, associate superintendent, Office of Student and Community Services, and Dr. Brian Bartels, director, Department of Special Education. The event will be held Wednesday, Sept. 17, 4-5:30 p.m., in the Rock Terrace School all-purpose room, 390 Martins Lane, Rockville. For information, call 301-279-4940. □

Jeweler a finalist for state teacher award

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community involvement, knowledge of general education issues and trends, suggestions for improving the teaching profession and colleague recommendations.

Finalists will be interviewed by the judges prior to the selection of the Maryland Teacher of the Year. Announcement of the winner will be made at a dinner and reception at Martin's West on Oct. 10.

Jeweler began her teaching career at Wheaton HS in 1970 following graduation from the University of Maryland. (She later received her master's in speech and dramatic art, media communications, from the University of Maryland in 1978.) At Wheaton, she taught speech and drama. Jeweler moved to MCPS' now-closed Peary HS in 1977, where she taught drama, speech and media production and was forensics coach until 1981.

She left the school system in 1982 to begin Barbara Jeweler Communications, creating video training (teaching) materials and distance learning presentations for government and industry, which she continues today, but returned in 1999 to Neelsville MS, where she taught for a year before moving to Blake HS.

Students in Jeweler's television production program have received national awards from professional video competitions such as the Telly, Videographer and Communicator Awards, and from MCPS media com-

petitions. As an adjunct to her teaching, Jeweler also serves as executive producer of Eubie TV, the student-managed closed-circuit station that broadcasts daily to the school community. In addition, she provides video services for other MCPS schools and service groups.

In the area of staff development leadership, Jeweler serves as a consultant to Blake teachers in developing video projects and creating student internships; works with digital arts teachers to create pilot curriculum for New Media arts; develops Media Arts curriculum; and serves as a member of the Signature Committee.

The Maryland Teacher of the Year will be involved in speaking engagements and other educational forums throughout the coming year and is eligible to compete for National Teacher of the Year. □



The Bulletin

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Departments, offices, work to prepare for opening of schools

The opening of MCPS's 191 schools on Aug. 26 may have appeared effortless, but much hard work on the part of many offices and departments went into a smooth first day of school.

Staff throughout the school system spent the summer working to prepare for another successful school year. From hiring to staff development to facilities to technology to transporting and feeding the school system's 141,000 students—everyone had a role to play. Here are some highlights.

OCIP/Staff Development

This summer marked the second year of a comprehensive staff development plan to support teachers and principals in implementing the revised curriculum.

The offices of Staff Development, Curriculum and Instructional Programs, and Global Access Technology collaborated to develop and deliver training opportunities emphasizing the connection among curriculum, instruction and assessment. This included required training for all Grades 1-5 teachers in mathematics and for Grade 3 teachers in reading/language arts.

Curriculum training also was provided to mathematics content coaches, staff development teachers, reading specialists, special education teachers, English for Speakers of Other Languages (ESOL) teachers and principals.

Educators new to MCPS attended five days of New Educator Orientation activities. In addition, 175 participants attended technology modernization training during the summer.

Human Resources

More than 750 teachers were hired for the opening of school this year, compared with nearly 1,000 last year. A lower turnover rate is the result of strong support for new teachers and a lower retirement rate due to a weakening economy. Schools opened Aug. 26 with most vacant positions filled with qualified personnel. Efforts continue to fill some vacancies in critical shortage fields, primarily in mathematics, ESOL and special education. Three middle school principalships and 12 central office positions are in process of being filled.

Supporting services employment increased after the lifting of the FY 2003 hiring freeze. A new process was designed for filling paraeducators vacancies.

Peer Assistance and Review referrals are almost complete, with 71 underperforming teachers entering the program by the start of school and 12 additional referrals being reviewed.

Global Access Technology

The Data Warehouse System components of the Integrated Quality Management (IMS) System were launched, and school-based administrator and designated central office staff training began in July. A team from Staff Development, School Performance, Shared Accountability and Global Access Technology collaborated to design user training and coordinate activities. Training offerings are available through September.

Work to enhance technology in schools also continued throughout the summer. More than 8,200 of approximately 9,200 needed systems have been installed in 17 elementary, nine middle and 11 high schools. Computers were placed in classrooms, special education rooms, labs and some administrative areas.

Facilities Management

Construction staff completed building and site work for two modernizations (Page and Lakewood elementary schools), a new facility (Kingsley Wilderness Center), two additions (Greenwood and Oakland Terrace elementary schools), gyms at Ashburton and Dr. Sally K. Ride elementary schools, and an addition and core improvements at Walter Johnson HS.

Modifications to Sligo MS, McKenney Hills Center, Emory Grove Center, Lynnbrook Annex and Stephen Knolls School were completed, along with six improved access projects, nine roof replacements and fire code corrections, and other facility modifications at many other schools. Work also is being completed in 72 relocatable classrooms.

Maintenance staff worked on 136 major repair and equipment replacement projects. Building service staff were busy with summer cleaning activities. School plant operations supervisors assisted building service managers in conducting inspections to ensure that buildings were ready for the start of school.

Materials Management

The Department of Materials Management helped prepare for the return of Lakewood and Page elementary schools to their new facilities, assem-

bling and placing new furniture in classrooms and packing and shipping materials to the schools.

The department moved furniture, equipment and materials at Greenwood ES and Walter Johnson HS in June and returned in August to help set up classrooms. In addition, furniture and materials were moved in 12 schools that had carpet and floor tile projects.

Somerset ES was relocated to the Radnor Center. The department also completed relocations of programs. Phoenix I and Tahoma moved to the McKenney Hills Center. From McKenney Hills, Interact was relocated to Lynnbrook, Infants and Toddlers to Sligo MS and the Preschool Education Program to Stephen Knolls School. Department of Finance Services staff was relocated from CESC to the new Employee and Retiree Service Center at Metro Park North. Northlake Center received the Stephen Knolls summer program, Employee Assistance Program from Maryvale, Infants and Toddlers Program from McKenney Hills Center and Reading, Training and Assessment Program from Ritchie Park ES.

Food and Nutrition Services

The Division of Food and Nutrition Services worked collaboratively in many areas. Field supervisors worked with the Office of Human Resources to fill manager vacancies. Manager training was provided on the modified student à la carte offerings. Field supervisors worked on openings of renovated cafeterias at Lakewood and Page elementary schools.

Databases were updated, certification of students eligible for free meals were entered into the system. Letters printed in English and Spanish containing information and meal prices were sent to principals for distribution to parents.

Transportation

The department hired and is training 40 people for bus operator positions and expects to hire 90 new bus operators by the end of September. Thirty-six new buses have been added to the fleet, for a total of 1,202 buses.

A project to receive police radio frequency and equipment is planned to begin as soon as the radios are released to MCPS. Buses purchased this year will be equipped with emergency cell phones until the new radios are available. □

Data Warehouse System is first content area of new web information portal

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at the student level.

The first decision model that the system addresses is the Monitor School Performance model. This involves evaluation of academic performance through four processes:

- Assess academic attainment with respect to System of Shared Accountability (SSA) standards and targets.

- Evaluate academic performance by groups (race/ethnicity, gender, Free and Reduced-price Meals System, English for Speakers of Other Languages and special education).

- Compare academic performance among schools with similar characteristics.

- Assess the status on leading indicators by gauging Grade 9 students against leading indicators identified as early signs of high school success (e.g., Grade 9 math course enrollment, ever/never suspended, years in MCPS, Grade 9 daily attendance rate, failure/loss of credit in Grade 9).

Data are displayed at the elementary, middle and high school levels through graphical profiles that provide information on individual school performance and the performance of schools with similar characteristics. Various data measurements are available for analysis. For example, at the high school level, measures include SSA Academic Attainment, Scholastic Aptitude Test, countywide final exams (algebra 1; geometry; biology; English 9; and national, state and

local government), and ninth grade leading indicators. Middle school measures include the Comprehensive Tests of Basic Skills (CTBS), California Achievement Test and the Maryland Functional Tests in reading, math and writing. The CTBS is the measure reported at the elementary school level.

Access to the Data Warehouse System is managed through the newly launched MCPS Web enterprise information portal, FocalPoint. This portal provides a central source for instructional and administrative resources, information and applications. At this time, FocalPoint includes only data warehouse content. New content will be added in stages in alignment with the MCPS strategic plan.

In FY 2004, the Data Warehouse System will be expanded to include human resource data. The focus of the human resource data is to support the No Child Left Behind teacher quality requirement by analyzing individual and aggregate teacher certification in relation to courses taught. Data will be presented for all school levels by core subject area and certification type (conditional, standard, advanced and out-of-field).

At the elementary level, data will be further disaggregated by Title I, focus and target schools. In addition, the Data Warehouse System will maintain and expand analysis of student data to include Maryland State Assessments and the SSA targets for elementary schools. □



School news

James Hubert Blake HS media arts students received three national awards from the National Television Academy, the organization governing the Emmy Awards, in the First Annual Student Award of Excellence for high school television journalism. Blake won for its piece "I'm Dreaming of a White Bengal," produced by Alex Wohleber. The "Talk it Out, Work it Out" public service announcement series, produced by student Shawn Donaghue, won in the Public Affairs/Community Service category. In the Technical Achievement category, senior Nick Piegari was cited for his "Summer Institute 2002 Opening." Media production students also received the Outstanding Achievement in Student Production by the National Capital/Chesapeake chapter of the National Television Academy. Blake's director of TV production and MCPS teacher of the year Barbara Jeweler and media services technician Daniel Stuart serve as faculty advisors.



Paul Berg, winner of the Nobel Prize in chemistry in 1980 and current fellow of the Salk Institute, addressed students at **Winston Churchill HS** shortly before the end of the last school year. He discussed his award-winning recombinant DNA work and outlined his current research regarding stem cells. Following a school-wide presentation, Berg—known as the father of molecular biology—held a small group discussion with advanced-level molecular biology students. □

Board seeks nominees for distinguished service to education

The Board of Education seeks nominations for its seventh annual awards for distinguished service to public education. The awards recognize individuals, groups or organizations that have made exemplary contributions to public education in the county.

Nominations will be accepted in the following categories:

- Business individual/organization
- Community individual

- Community group/organization
- Montgomery County Public Schools staff

- Individual pioneer

Up to three awards will be given in each category. Any person or group may submit nominations. The deadline for submission is Friday, Sept. 12.

Forms may be obtained from local schools or from the Carver Educational Services Center (Room 112 or 123).

Additional forms are available on the MCPS website at the Board home page. To receive a nomination form by mail, call 301-279-3301.

Completed nomination forms must be postmarked by Friday, Sept. 12 and mailed to Montgomery County Board of Education, Carver Educational Services Center, Room 123, 850 Hungerford Drive, Rockville, MD 20850. □



A new center for employees and retirees

Employee and Retiree Service Center (ERSC) staff and others look on as Board of Education President Patricia B. O'Neill cuts the ribbon to the new ERSC, located at 7361 Calhoun Place, Suite 190. Helping celebrate are (from left) Rose Grimes, Ken Muir, Linda Davis, Frannie Flook, Margaret Jones, Thelma Monk, Superintendent Jerry D. Weast and Matt Tronzano. The ERSC, which began operations during the summer, combines staff from the Divisions of Insurance and Retirement, Payroll Operations and the portion of the Department of Employment Standards and Operations previously in the Office of Human Resources. The phone number is 301-517-8100.

New online staff telephone directory makes its debut this school year

The MCPS staff phone directory is now just a mouse click away.

Beginning this school year, you can use any MCPS computer to quickly find information about any employee.

This web version of the MCPS Directory, created by the Office of Global Access Technology's Web Services Team, offers many easy-to-use features:

- Name search: Type in a last name to quickly find someone's phone number.
- Phone number search: Type in a phone number and find the employee at that number.
- School staff lists: Click on the name of the school to find a printable list of staff names, titles and phone numbers.
- Office staff lists: Click on the name of the office to see a printable list of office staff.
- Department staff lists: Click on the office's organizational chart to see all of the office's departments listed. Click on the department name to get a printable staff list.
- Keyword search: Not sure which office you need for information about bilingual education? Just type the keyword "bilingual" into the search, and it will find relevant offices.

If you're still a big fan of just paging through a phone book, the online directory enables you to browse the

entire staff list by name, position or office. Still miss that phone book? Not to worry. A modest print version will be produced.

The new directory is available at this web address: <http://coldfusion.mcps.k12.md.us/directory/>.

You may wish to add the directory to your browser's Favorites or Bookmarks list so you can find it quickly. The directory may be accessed by going to the For Staff page on the MCPS website. Click on a link called Phone Directory under Most Requested in the left navigation bar.

Unlike print versions, this directory is updated daily. Each evening, staff added to or deleted from the Human Resources HRIS system are changed in the directory. Each school and office also has the power to update its information at any time.

The public does not have access to this directory. Staff home phone numbers are only accessible to select administrative staff in a school or office.

User input was invaluable before and during design and production. Office and school-based staff worked closely with Web Services to test the directory to create an easy-to-use, powerful tool. Feedback is welcome. Use the feedback form on the directory website to share your ideas. □



Support staff training

Tuition reimbursement requests

Support staff who have completed summer courses may submit tuition reimbursement requests within 60 days of course completion. Requests are processed on a first-come, first-served basis until funds are depleted. Include the following: MCPS Form 440-14 (Rev. 4/01) in duplicate (available in schools, offices, warehouse, and on FirstClass); receipt showing amount of tuition and fees paid; and a grade report or certificate of completion. Send to Support Staff Training, Office of Staff Development, Upcounty Regional Services Center, Germantown.

Training

The following training/development program has been scheduled for MCPS supporting services staff:

Beginning Conversational Spanish I for Support Staff

This noncredit program is for support staff with minimal or no Spanish skills who need to communicate with Spanish-speaking students, parents or employees. Class is limited to 30 employees. Oct. 1, 2003-Jan. 28, 2004 (15 weeks), every Wednesday, 4:30-6 p.m., at Gaithersburg HS.

To register, complete MCPS Form 440-4: Registration for Support Staff Inservice Training (Rev. 9/01). Completed forms must be received in the support staff training office, Office of Staff Development, by Monday, Sept. 22. Late registrations cannot be accepted. Those admitted will receive confirmation one week before the program begins.

Questions? Call Brenda Schaub at 301-353-8556. □



Certification notes

Maryland State Department of Education (MSDE) certificates

Educators who receive their Maryland State certificate also will receive renewal information for that certificate. Plan ahead to make sure that all requirements are completed by the expiration of the certificate and official verification has been submitted to the Certification Unit. Failure to complete renewal requirements will result in a salary penalty, a provisional contract, conditional certification and loss of tenure.

Make sure that certificates are readily accessible. If a certificate is lost or misplaced, MSDE will not issue another. (Schools should have a printout that shows the certificate type, expiration date, and areas certified.)

State reading requirements

Effective Jan. 1, 1999, MSDE began requiring specific reading courses. Educators who are certified in secondary content areas, trades and industry, generic special education 6-12, N/K-12 certificates (e.g., Art K-12), ESOL, Media Generalist/Specialists, SPH, HI and VI must complete 6 credits in secondary reading parts I and II. Educators with certificate endorsements in early childhood, elementary 1-6, and middle school generic special education N-3 and 1-8 must complete 12 semesters of reading course work to include a course in reading methods, reading acquisition, reading assessment and reading materials.

MSDE is continuing its flexible allowance of reading courses; however, educators should not duplicate reading courses already taken and should select any remaining reading courses from those specified above. Reading courses can be satisfied through MSDE-approved CPD credits or through a regionally accredited college/university.

MSDE's website, <http://certification.msde.state.md.us/TeacherPrep/TPStateAppReading.html>, provides a list of local colleges that offer the specific approved reading courses.

For those needing 12 semester hours of elementary reading course work, MSDE offers a testing option, test #0201 "Reading Across the Curriculum: Elementary," through the Educational Testing Service. An educator who obtains a passing score of 173 or higher on this test will have met all reading course work requirements; however, if credits are needed for certificate renewal, course work is still required for renewal purposes, but not in reading.

Educators who have not completed the necessary reading courses must complete at least 6 reading credits during the renewal cycle of their standard or advanced professional certificate, whichever is held. If more than 6 semester hours of credit in reading are needed, one more renewal period to meet the final credits will be given.

Employees who are age 55 or older or who have completed 25 years of school-related service are exempt from the reading requirements with the senior status allowance. However, some counties in Maryland do not allow this. Therefore, those who move to another

Maryland county may be required to meet the reading course work.

In addition, if more than one endorsement on a certificate is held, such as guidance counselor (reading not required) and elementary education, and the certificate holder is in a guidance assignment, he or she must complete the required reading course work to be able to retain the elementary education endorsement on the certificate. If not, the endorsement that requires the reading courses will be removed from the certificate at the time of next renewal. Administrators who hold certification in elementary, secondary or special education subject areas, who wish to retain these endorsements, must take the reading course work as well.

Institutes of higher education

Be careful when selecting course work at an institute of higher education. Only course work taken through a regionally accredited college or university is acceptable for certification purposes. If unsure of the status of the college/university, check with the Certification Unit prior to taking any course work.

Verification of course work

Official transcripts or original grade slips from colleges or universities must be submitted to the Certification Unit in order to verify course work completion. Copies are not acceptable, nor are faxed verifications. Educators must request these official documents from the college or university. Official transcript or original grade slips can be sent to the home address. Official transcripts or grade slips can be accepted without a sealed envelope, so this option can be used to verify that the college/university has posted the correct information. Upon verification, the official document should be submitted through the interoffice mail to the Certification Unit, Office of Human Resources, Metro Park North.

Another option is to have the college or university send the official documentation directly to Montgomery County Public Schools, Office of Human Resources/Certification Unit, 7361 Calhoun Place, Suite 401, Rockville, MD 20855.

Tuition reimbursement

The Office of Staff Development (OSD) handles tuition reimbursement, not the Certification Unit. To obtain reimbursement for preapproved course work, OSD will accept copies of grade slips or transcripts. All official transcripts and original grade slips should be sent to the Certification Unit.

Continuing professional development (CPD) credits offered through MSDE

The CPD liaison for MSDE in the Office of Staff Development, must approve CPDs offered directly through MSDE. Submit the three-part form to OSD for local liaison approval. OSD will distribute the appropriate copies. CPDs taken through MCPS are automatically submitted to the Certification Unit from OSD.

E-mail inquiries

When sending e-mail inquiries to the Certification Unit, include name as indicated in personnel records, particularly when e-mail name is different than the one used for all other personnel information. In addition, include work location and ID number when making inquiries. E-mails are taken on a first-

come, first-served basis. Allow two to three weeks for a response. Written inquiries are treated in the same manner and should include Social Security or employee ID number.

Post-baccalaureate course work

As post-baccalaureate course work is completed toward certification requirements or advanced salary placement, each educator must submit official transcripts or original grade slips from the regionally accredited college/university to the Certification Unit verifying course work completion. Copies or faxes are not acceptable. Only grades of "C" or higher are acceptable.

Each educator should retain a copy of all post-baccalaureate course work in a personal certification file. This file should include copies of all college transcripts and copies of all MSDE CPD credits. When eligible for the next salary lane, employees should submit MCPS Form 475-1, Request for Advanced Salary Placement. This form is available at work locations or can be downloaded from the certification section of the MCPS website.

Only graduate credits from a regionally accredited college/university or MSDE-approved CPD credits are applicable toward advanced salary placement.

Salary guidelines

These guidelines should be used to help calculate eligibility for the next salary lane:

Placement on the master's and master's equivalent salary lane (M/MEQ): A master's equivalency is earned by completing 30 semester hours of post-baccalaureate graduate college/university credit and MSDE-approved CPD credits. Of the 30 credits, 15 must be graduate credit and the remaining can be graduate or CPD credit. Undergraduate credits do not count towards salary advancement. Graduate credits earned prior to the granting of a bachelor's degree, even though not required for the undergraduate degree, will not be accepted as graduate credit unless an advanced degree has been granted and the credit was part of the advanced degree program (not a prerequisite) 30 salary lane (M/MEQ +30): In addition to the credit needed to qualify for the Master's and Master's Equivalent salary lane, 30 graduate and/or CPD credits must be earned to qualify for the M/MEQ+30 salary lane. In general, to qualify for this placement, a teacher must earn 60 semester hours of acceptable post-baccalaureate credit. If a master's degree includes more than 30 semester hours of graduate credit, those additional graduate credits are creditable toward the 60 semester hours of acceptable post-baccalaureate credits required for the M+30 salary level.

Placement on the master's plus 60/master's equivalent plus 60 salary lane (M/MEQ+60): In addition to the credit needed to qualify for the master's and master's equivalent salary lane, 60 graduate and/or CPDs must be earned to qualify for the M/MEQ+60 salary lane. In general, to qualify for this placement, a teacher must earn 90 semester hours of acceptable post-baccalaureate credit. If a master's degree includes more than 30 semester hours of graduate credit, those additional graduate credits are creditable toward the 90 semester hours of acceptable post-baccalaureate credits required for the M+60 salary level. □



Employment Opportunities

The jobs below were available at *Bulletin* deadline. All require excellent human relations skills. These are summaries of minimum & special job requirements. For staffing information, contact the Department of Staffing at 301-279-3515. Written job descriptions are available at <http://www.mcps.k12.md.us/departments/personnel>. Applicants will be screened based on the job description & special considerations. Supporting services applicants apply on MCPS Form 446-6; outside applicants on MCPS Form 460-27. Specify ad number, school or location & name of the personnel specialist following the job summary. Take tests & submit required materials by the application deadline; additional skills tests may be administered after the deadline. A job change may affect retirement/pension status; check with the Employee & Retiree Services Center, 301-517-8100. Returning from leave, involuntary transfers & reassigned employees will have priority for positions.

An Affirmative Action/Equal Opportunity/Title IX Employer.

Unless otherwise indicated, the deadline for all jobs is 09/16/03. Apply by job number and title for all Supporting Services positions.

Administrative

Administrative & supervisory positions are listed in bold. If no ads are listed, no new positions are available. Complete descriptions of advertised positions can be found on FirstClass (Employment Opportunities conference under MCPS Information), Office of Human Resources employment information website (<http://www.mcps.k12.md.us/departments/personnel>) and A&S telephone vacancy line, 301-279-3926.

Other professional

Reading First, regional specialist (B-D) Dept. of Instructional Pro-

grams—Master's from accred. coll. or univ. in reading and/or MSDE certif. for reading specialist &/or reading teacher with course work in staff devel. & curric. devel. & instruc. desirable; 3 yrs. prof. admin. or teaching exper. in implementing scientifically based reading instruction in K-3 classrooms in low-income schools; knowl. of current reading research; abil. to guide K-3 staff in deliv. of instruc. to beginning readers incorporating core, supplemental & intervention prog. materials & screening, diagnostic & outcome assessments; skill in coord. & delivering prof. devel.; abil. to collab. with MSDE Reading First staff, other depts. & agencies; abil. to communicate effectively, both orally & in writing; abil. to prepare written progress reports, staff devel. plans, & data collection to document implementation of Reading First; req. travel throughout state Send letter, resume & support documentation to Judith Zauderer, Dept. of Staffing.

Supporting services

Paraeducators: All paraeducator vacancies are posted on the vacancy database at www.mcps.k12.md.us under For Staff/School-based Jobs: Vacancy Database. (Next to "Position" field, type in "paraeducators," "Special education paraeducators," etc. Send letter of interest & resume directly to the school. New applicants can only apply after being cleared by the Department of Staffing.

#1 Bus operator (9) (4 hrs., 7-9 am & 2-4 pm) Dept. of Transportation—Driver's license for at least 5 yrs.; excel. driving record; abil. to obtain MD Class-B commercial driver's license (CDL) req. to drive a school bus; must pass phys. exam. & drug test; exper. not needed, training provided. Sub. exper. may lead to perm. pos. (Taff)

#2 Cafeteria worker I (4) (substitute) (2-5 hrs.) Div. of Food Services—Food preparation exper. req. (Taff)

#2115 Building service work leader II (9) (ND - readvertised) (2:30-11 pm) Col. E. Brooke Lee MS—Cng. & bldg. maint. exper.; boiler course req.; must have, or attain within 6 mo.

probationary period, Basic Skills & Supervisory & Leadership certif.; abil. to effectively maintain safety & security of bldg./grounds & prepare routine reports. (Calavetinos)

#2024 Building service work leader III (10) (ND - readvertised) (2:30-11 pm) Richard Montgomery HS—Cleaning & bldg. maint. exper.; abil. to effectively train, supervise & evaluate bldg. service workers; abil. to effectively maintain safety & security of bldg./grounds during assigned shift; abil. to effectively maintain time & materials reports & prepare routine reports; abil. to perform general cng. duties req. of bldg. serv. wks.; boiler course, Basic Skills, Supervisory & Leadership certif. req.; other SPO courses such as AC course desirable. Pref. given to applicants with demonstrated effective bldg. service supervisory exper. (Calavetinos)

#2404 Building service worker (6) (3 pm or later) (4 hrs.) Rosemont ES—Gen. cng. exper.; oper. power equip.; clear snow from walkways; repetitively move heavy obj. (Calavetinos)

#2413 Building service worker (6) (6-10 pm) Flower Valley ES—Same basic req. as #2404. (Calavetinos)

#2403 Building Service Worker (6) (ND; 2nd Shift) (2:30-11 pm) Seneca Valley HS—Same basic req. as #2404. (Calavetinos)

#2411 Building service worker (6) (Paint Branch HS) (40 hrs. biweekly) Community Use of Schools—Gen. cng. exper., incl. repetitive lifting; abil. to maintain security of school bldg., work independently, communicate with community use groups & secure boiler cert.; flexible rotating hrs. incl. 8 hrs. Sat., 8 hrs. Sun. & 4 hrs. 1 weekday night; must have own transp.; loc. subject to change. (Calavetinos)

#2415 Food services satellite manager I (8) (6 hrs.; 10 mos.) Cashell ES—School cafeteria worker exper.; abil. to work independently, prepare accurate reports & balance cash receipts; good communication skills; satellite mgr. test req. (Taff)

#2416 Food services satellite manager II (10) (6 hrs.; 10 mos.) Sequoyah ES—School cafeteria worker exper.; abil. to work independently, prepare accurate reports & balance cash receipts; good communication skills; satellite mgr. test req. Pref. given to candidates with elem. exper. (Taff)

#2414 Lunch hour aide-temp. position (7) (11:30 am-1:30 pm) Wyngate ES—Abil. to monitor student activities & behavior on playground or at lunch; assist in classroom activities & perform clerical tasks; first aid & CPR cert. pref.; may be filled any time. (Taff)

#2417 Lunch hour aide-temp. position (7) (1.5 hrs.; 2 pos.) Cedar Grove ES—Same basic req. as #2414. (Taff)

#2401 Lunch hour aide-temp. position (7) (2 hrs.) Burnt Mills ES—Same basic req. as #2414. (Taff)

#2407 Lunch hour aide-temp. position (7) (2 hrs.) Sherwood ES—Same basic req. as #2414. (Taff)

#2253 Plant equipment operator I

(10) (readvertised) (8 hrs.) Ridgeview MS—Exper. operating & servicing industrial-type heating, ventilating & a/c systems; abil. to replace/order filters for air handlers, window a/c units & unit heaters, inspect rooftop mechanical equip., perform gen. cng. duties; boiler, plant equip. & a/c operations courses. (Calavetinos)

#2405 School secretary I (11) (8 hrs., 10 mos.) Richard Montgomery HS—HS grad; gen. clerical exper; computer skills incl. word processing & database; MCPS typing test req. Pref. given to bilingual Spanish candidates. (Arrington)

#2408 School secretary I (11) (7:45 am-4:15 pm; 10 mos.) Sherwood ES—Same basic req. as #2405. (Arrington)

#2412 Security assistant (11) Richard Montgomery HS—HS grad. & college courses in criminal justice, law enforcement or rel. fields; AA degree desirable; exper. involving student/adolescent safety, conflict resolution & investigative proced. desirable; knowl. of behavior mgmt. req.; valid driver's lic.; first aid/CPR certif. desirable; avail. for flex. hrs., incl. weekends, eves. & overtime req.; may be req. to hold violators for police, confiscate drugs/alcohol & other evidence; other comb. of edu., trng. & exper. may be considered. Special consid.: duties include supervision of girls' locker rooms & restrooms (Taff)



Opportunities elsewhere

Part-time teachers. Huntington Learning Center seeks certified instructors to work with students of all ages; flex. day, eve. & weekend hrs. avail.; no lesson planning. Call 301-990-9500.

Softball officials. CASOL Association is recruiting fast-pitch softball officials. E-mail casoumpps@aol.com or call Glynn Anglin at 301-528-5271, Bob Davis at 301-601-2969, Jim Headlee at 301-762-0756 or Al Palmer at 301-924-2464.

Rec. workers. The Montgomery County Dept. of Recreation seeks respons. adults to work part-time in teen rec. programs & events; work with MS & HS students at special events & afterschool programs; \$9.89-\$15.21/hr. For more information or application, call 240-777-6961.

In accordance with relevant laws and regulations, the Montgomery County Public Schools prohibits discrimination on the basis of race, color, national origin, marital status, religion, sex, age, disability or sexual orientation in employment or in any of its education programs and activities. Make inquiries or complaints concerning discrimination to the Family and Community Partnerships Unit, 451 Hungerford Drive, Suite 508, Rockville, MD 20850; 301-279-3100; TDD 301-279-3323.

Northwood academy heads sought

Northwood HS, opening in September 2004, is seeking heads for the following academies:

- Academy of the Environment
- The Gilder Lehrman Academy of American History
- The Humanities and Film Academy
- The Academy of Political Science and Public Advocacy

Although the position will not officially begin until July 1, 2004, each academy head will be provided some release time as well as funded after-school hours to begin the planning process. Experience as a department chair or resource teacher is desirable.

To request an interview or to receive further information, contact Wendy Gonzales, academy coordinator, at 301-929-2160 or via FirstClass. □



Building services recognition

Outstanding building services workers were honored at a June reception. Among honorees, from left, Catherine Haric, plant equipment operator II at Magruder HS, received the Creativity Award from Dianne Jones, director of School Plant Operations. Leslie Gonzalez, building service manager at Oakland Terrace ES, received the Heart of Gold Award. Anthony Woods, building service night leader at Woodfield ES, was recognized for success in MCPS training.

Special schools meet state APY standards

Carl Sandburg Learning Center and Longview School were among the MCPS schools that met or exceeded all of the standards for Adequate Yearly Progress (AYP) on the Maryland School Assessments.

Sandburg provides special education instruction to students with multiple disabilities, and Longview serves students with severe and profound disabilities and retardation.

The Regional Institute for Children and Adolescents (RICA), a community-based facility serving Montgomery County and other children and adolescents with severe emotional disabilities, also met the standards.

The APY standards were met completely by 140 of the school system's 184 comprehensive schools. Individual school data is available at <http://msp.msde.state.md.us/>. □

Educational Foundation grants available

MCPS employees may apply for grants of up to \$1,000 to fund programs to enhance education in Montgomery County.

The MCPS Educational Foundation, Inc., receives funds from the estates of Montgomery County residents who die without heirs. According to law, the funds are to be used to support educational programs in MCPS. The Foundation also seeks and receives other donations to enhance the ability to support innovative programs in MCPS.

The grants may be used for innovative programs in areas such as parent involvement, student participation in science and math, interdisciplinary instruction, at-risk students, supports for the arts, technological support and multicultural education.

The application process will be kept as simple as possible to encourage participation. Last year, 62 grants

ranging from \$100 to \$1,000 and totaling about \$49,000 were awarded.

Deadline for submitting typed grant applications is Wednesday, Oct. 1, for projects to be carried out during the 2002-03 school year. All MCPS staff may apply. Typed applications must be approved by the applicant's principal, director or supervisor. The foundation will award the grants by Nov. 3.

Grant applications and guidelines are available in schools and offices. The application also is available as a fill-in form on FirstClass (MCPS Information/MCPS Forms/Chief Operating Officer/MCPS Form 280-71) or on the MCPS website (<http://www.mcps.k12.md.us/departments/forms/PDF/280.71.pdf>).

For additional information or copies of the application, call the Office of the Chief Operating Officer, 301-279-3626. □

Trinity/MCPS ESOL partnership available

All MCPS teachers and support staff with a bachelor's degree interested in taking courses that will lead to a master's degree and ESOL (English for Speakers of Other Languages) certification may apply for the partnership between Trinity College and MCPS through the Office of Staff Development. Course work will begin in January 2004. Most classes will be held at centrally located MCPS sites.

Two interest meetings to explain the program are scheduled for Wednesday, Sept. 17, and Monday, Sept. 22, 4 p.m., at the Connecticut Park Center, 12518 Greenly Drive, Silver Spring, in Room LL2. Application forms will be available.

For further information, call Russ Fazio, Office of Staff Development, at 301-353-8556. □

This document is available in an alternative format upon request, under the Americans with Disabilities Act, by contacting the Department of Communications, Montgomery County Public Schools, 850 Hungerford Drive, Rockville, MD 20850; telephone 301-279-3391 and TDD 301-279-3323.

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