

# The Bulletin

## Inside this issue:

- Four MCPS educators win Greenblatt teaching awards. Page 3.
- Supporting services: Demonstrating professionalism on the job. Page 5.
- Great staff: Rock Creek Forest ES Principal David Chia. Page 6.

April 10, 2007

■ Montgomery County Public Schools

■ [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

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## Four outstanding teachers named Greenblatt winners

Four teachers have won Marian Greenblatt Excellence in Teaching Awards, which recognize teachers for excellence in motivating and educating students. The three veteran teachers become finalists for Montgomery County Teacher of the Year.

Winners of Greenblatt Veteran Teacher Awards are Philip D'Agnes, second grade teacher at Spark M. Matsunaga ES; Noreen Gale, third grade inclusion teacher at Oakland Terrace ES; and Raul Ortiz, automotive technology teacher at Damascus HS. The First-Year Teacher Award goes to Olga Shapiro, Spanish teacher at Rockville HS.

The awards began in 1989 to honor Dr. Marian Greenblatt's service as a member of the Board of Education from 1976-1984. (Visit [www.greenblatteducationfund.org](http://www.greenblatteducationfund.org).)

The Teacher of the Year and others will be honored at the April 26 Champions for Children Gala, hosted by the Montgomery County Business Roundtable for Education.

*(continued on page 3)*



### Exploring space at Parkland

Civil Air Patrol students from Northwest HS help students at Parkland Magnet MS for Aerospace Technology get set up to take photos in space at the third annual Family Science and Technology Night. During an evening focusing on satellites, students sat in a device designed to simulate a spacecraft, which was moved by the Northwest students while Parkland students took photos through the "window." Guest speakers helped students and families learn about the Dawn spacecraft at Orbital Sciences Corporation and satellite digital imaging systems.

## New pilot at Wheaton HS to improve education for Latino students

Eder Gonzalez, now a 10th grader at Gaithersburg HS, grew up in a little town in El Salvador, raised by his grandmother after his mother abandoned him a few days after he was born.

In school, he had to repeat first grade three times and was frequently hit by his teachers because of his conduct. Next enrolled in a Christian school in San Salvador, he traveled by bus four hours each day, where gang members beat him up and at times fired weapons on the bus. By the time he was 15, he was only in seventh grade, having missed a lot of school because of the violence in his

country. When he finally moved to the United States with his aunt and uncle, he was placed in the ninth grade, even though he had not yet finished seventh grade in El Salvador.

"My goal is to learn English and obtain a skill that will allow me a better life than I had in El Salvador," Gonzalez says. "Many of my friends want the same thing."

Older students such as Gonzalez, who come to MCPS with limited or interrupted education, are about to receive additional help. A new pilot program will soon get under way at Wheaton HS, in collaboration with Thomas Edison HS of Tech-

nology, that will enable them to learn English while developing career skills.

The pilot group will participate in the Students Engaged in Pathways to Achievement (SEPA) program. Starting in July, a four-week summer program will offer students opportunities to explore their interests and talents and to investigate a range of career pathways. Next fall, the students will take literacy classes in their native language to help orient them to American schools, culture and society. They will learn job skills to help them become self-sufficient. They

*(continued on page 5)*



## Board highlights

Meeting of Monday, March 26, 2007

### Update on the Latino Education Coalition

The Board discussed an update on the findings, recommendations and current status of the Montgomery County Public Schools Latino Education Coalition. The group's recommendations for improving Latino student achievement addressed the needs of high-school-aged students who enter the school system with little or no formal education, the extent and quality of Latino parent involvement and outreach to Latino parents, and the cultural and linguistic competency of school system staff. (See article on page 1.)

### School safety report action plan

The Board supported the superintendent's recommendation for a school safety report action plan. The plan calls for design and development of a mechanism for public reporting of serious incident data for all schools and the use of such data to support the school system's goal to improve school safety and security. The plan includes input from parents, staff, students, law enforcement representatives and other stakeholders. A copy of the action plan will be conveyed to the Montgomery County Council in April 2007.

### Recommendation to approve bargaining unit of noncertificated supervisory employees

The Board established a bargaining unit of noncertificated supervisory employees and asked the superintendent and staff to submit a resolution to the Board that would recognize a representative organization for the unit.

### Hampshire Greens community boundary study

The Board approved a boundary study to review options for assigning middle school students in the Hampshire Greens community to William H. Farquhar, Briggs Chaney, Frances Scott Key or White Oak middle schools.

### Items of legislation

The Board received an update on legislation relating to education currently before the Maryland General Assembly.

### Month of the Young Child

The Board endorsed the joint proclamation of early childhood education stakeholders to recognize April as the Month of the Young Child in Montgomery County. The theme for the nationally recognized celebration is "Partnerships for School Readiness."

### Arab American Heritage Month

The Board declared April to be observed as Arab American Heritage Month in recognition of the many contributions of Arab Americans to the community and the nation.

### National Autism Awareness Month

The Board recognized the combined vigilance and expertise of families, schools and community in educating children with autism. National Autism Awareness Month in April focuses on this growing developmental disability that affects normal development of verbal and nonverbal communications and other interactions. MCPS currently educates approximately 1,060 students with autism.

### National Student Leadership Week

The Board recognized April 15 through 21 as National Student Leadership Week and commended student leaders for their efforts and achievements.

*The Board of Education calendar and agendas of upcoming meetings are available at [www.montgomeryschoolsmd.org/boe/meetings](http://www.montgomeryschoolsmd.org/boe/meetings). Videos of past meetings are on the web at [www.montgomeryschoolsmd.org/boe](http://www.montgomeryschoolsmd.org/boe) (click on Past Meeting Viewer). □*



## Announcements

**CTE nominations.** The Division of Career and Technology Education (CTE) is seeking nominations to recognize CTE teachers, business partners and educational leaders. Nomination forms have been sent to all CTE teachers and must be returned no later than Friday, April 13. Awards in the 11 MCPS high school career cluster categories, plus nine additional awards, will be presented to outstanding recipients on June 21. For more information, contact Mary Yeates on Outlook or at 240-632-6939.

**Bay workshop.** The Outdoor Education Program, in partnership with the Chesapeake Bay Foundation (CBF), is conducting a six-day workshop for teachers, "The Bay to Your Backyard," June 24-29. The course is designed to support the MCPS science curriculum in middle schools and the study of watersheds during the residential outdoor education experience. Four MSDE credits will be awarded for course completion. The deadline to apply is April 20. Direct questions to David Honchalk, supervisor, Outdoor Education Programs, at 301-924-3123.

**Bay ecosystem course.** The Outdoor Education Program, in partnership with CBF, is conducting two six-day workshops on "Maryland's Treasure: the Chesapeake Bay Ecosystem," July 8-13 and Aug. 5-10. The course is designed to support the MCPS elementary science curriculum in grade 4 and will focus on the study of various ecosystems. Participants can receive four MSDE credits or may elect to receive three graduate credits for a fee. The deadline to apply is April 20. Contact Dave Honchalk at the number above. □

## The Bulletin

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Published for the MCPS community weekly August through June. Deadline is 10 a.m. Monday for consideration in the following Monday's issue. Items are published on a space-available basis.



# Four MCPS educators win Greenblatt teaching awards



**Philip D'Agnese, second grade teacher at Spark M. Matsunaga ES, talks with students in his class. Teaching is a second career for D'Agnese.**

## Philip D'Agnese, Spark M. Matsunaga ES

The leadership skills demonstrated by Philip D'Agnese, second grade teacher and team leader at Spark M. Matsunaga ES, were honed during a 20-year career in the United States Coast Guard, where he was chief of the radio navigation office. At Matsunaga, he established the school's weather stations through various grants, testified before state government committees to secure funding to restore the King Dairy Barn MOOseum in Germantown and helped create the school's butterfly garden. These efforts have enabled him to encourage a hands-on learning experience for his students at Matsunaga. D'Agnese's energy and ability to motivate inspires the children in his class to perform at their best. A beloved and respected teacher, D'Agnese also mentors teaching interns.



**Raul Ortiz, head of the Automotive Technology Program at Damascus HS, works on an automobile engine with students in the program.**

## Raul Ortiz, Damascus HS

Raul Ortiz spent the first 20 years of his career tuning up car engines. Now he's shifted gears and heads the successful Automotive Technology Program at Damascus HS, where he teaches students to be successful after high school. Ortiz earned his teaching certificate, achieved his master tech certification and earned 36 credit hours for his master's equivalency. He worked as an automotive instructor at Thomas Edison HS of Technology before taking over the Damascus program in 2002. Under his leadership, the school has worked with the area business community to develop partnerships. He has guided Damascus through several national certification programs, providing the school with the highest credentials for an auto technology program. Ortiz inspires his students to continue their learning, both through sharing his personal story and by providing guidance and support.



**Noreen Gale, third grade teacher at Oakland Terrace ES, has a mixture of students with different learning needs in her classroom.**

## Noreen Gale, Oakland Terrace ES

Described as a teacher who "instinctively knows how to teach," Noreen Gale took on a new challenge at the start of the 2005-2006 school year at Oakland Terrace ES. As the third grade inclusion teacher, she had a class containing a mix of students with emotional issues and learning disabilities, as well as students working above grade level. Combining remediation, grade-level instruction and acceleration in her classroom, Gale provided a differentiated yet demanding program to make sure everyone was succeeding. Gale's dedication has resulted in consistent improvements on standardized tests for her students. In math, her special ed students nearly equaled the scores of the regular education students (85 percent proficient and advanced, compared with 88 percent for regular students). Because she expects her students to succeed, they do.



**Olga Shapiro, first-year Spanish teacher at Rockville HS, uses a soccer ball as a tool for students to answer questions that expand their vocabulary.**

## Olga Shapiro, Rockville HS

Olga Shapiro, a Spanish teacher at Rockville HS, is this year's First-Year Teacher Award winner. Shapiro has made a big impression on the faculty, staff and students at Rockville HS. Because she's not much older than her students (she graduated from Rockville HS just over five years ago), Shapiro knows how to punctuate her lessons with activities that engage her students. That may mean using games, songs, food, clothing or dancing to expand students' vocabularies and conversational skills. Her classes are given a personal slant as she shares her own experiences of travel, upbringing and advanced education. Shapiro has developed a valuable rapport, especially with many at-risk students. After school, Shapiro co-leads the Skills for Success Cyber Café Program, which targets at-risk ninth graders, many of whom benefit from connecting with a caring adult.

## New financial system to make ordering, receiving easier

*This is the second in a series on the new Financial Management System, which will be implemented at MCPS starting this summer. This article focuses on ordering and receiving.*

The new Financial Management System (FMS) will make ordering supplies easier and quicker. FMS will be all electronic; that means no more paper purchase orders and no more written manager approvals.

Using a Quick Search feature and preloaded shopping lists, “shoppers” will find it simpler to search for and purchase products. A series of quick clicks of the computer mouse will formulate an order, give you a chance to check it or make changes, and place it.

Individuals placing orders also will be able to select from already prepared shopping lists typically used by a grade or a department. Those lists have been created by the Department of Materials Management and are based on past orders.

Looking for something you can't find? The majority of orders are fulfilled through the MCPS warehouse or the Division of Procurement's approved contracts. But sometimes an item will not be found in either of these places. In that case, staff can enter a non-catalog purchase into FMS by providing vendor information, specs and cost of the item. The purchase will be sent to the department head and, if approved, to the Division of Procurement to be processed. Once approved, the item gets added to the catalog for future orders.

There also will be changes in reporting when ordered items

are delivered. When deliveries arrive from the warehouse, warehouse employees will log into FMS and confirm that the order was delivered. When products arrive from an outside source, the person who placed the order must go into FMS and verify the product was received. This will notify accounting that the item can be paid for.

The new system also offers the ability to view the status of orders in real time, along with a list of past orders, which will be available at any time. The “dashboard” feature shows account balances and displays reports, charts and graphs of financial information for your specific operation.

For instance, a department head will be able to see the data affecting his or her operation. But the chief operating officer will be able to access all the data affecting all the operations he oversees.

Using FMS, account managers will be able to view all the orders that have been placed, including cost, and to compare historical spending patterns. The system also will link to Outlook, so orders and images can be e-mailed.

May Madness, the annual early ordering process for schools, has been replaced by a new program—Ordermania. Ordermania packets will be sent to all schools after spring break. Details on the early ordering process will be outlined in these packets. Actual ordering using FMS will begin May 30. Each school will have two assigned ordering dates this year to guarantee summer delivery.



### School news

The **Montgomery Blair HS** computer team of Matt McCutchen, Louis Wasserman, Ben Li and Edward Gan finished first in the University of Maryland Programming contest, correctly coding eight problems to win \$2,500 for the school. This is the first time since 1999 that the Blair team has finished first. Forty area high schools participated in the contest. The scoreboard is at [www.cs.umd.edu/Outreach/hsContest07/scores.html](http://www.cs.umd.edu/Outreach/hsContest07/scores.html).



For the seventh year in a row, the **Walter Johnson HS** forensics team has won the Montgomery County Championship. Earning first place recognition were Shayna Blass (drama), Zoe Bambery (poetry), Natalia Cuadra (prose) and Paul Wyatt (extemporaneous and persuasive speaking). Coach Rusty McCrady was recognized with a special award for outstanding service to the Montgomery County Forensics League.



**Richard Montgomery HS** defeated Stone Ridge in March to capture the county mock trial championship for the 14th time

in the last 16 years. The WJ team also defeated Urbana at the Frederick County Courthouse March 21 to win the Circuit 6 championship. They will compete in a state regional championship April 16.



**Silver Spring International MS'** application to participate in the first three years of the five years of the International Baccalaureate Middle Years Programme (MYP) has been accepted. Silver Spring International joins Francis Scott Key, Newport Mill, Julius West and Westland middle schools in offering the MYP.



As part of their ongoing incorporation of the Middle Years Programme/International Baccalaureate curriculum, **Silver Spring International MS** held an MYP Mural Contest in the fall. Students entered their artistic concept for murals that would both beautify the school and display the MYP Areas of Interaction. The winning teams formed groups to help them execute their designs. Principal Vicky Parcan presented the winners with certificates, and each group will receive the Golden Palette Award at the school's Academic/Arts Showcase in May. Upon completion of the murals in the spring, each group will receive \$100.



**Bethesda-Chevy Chase HS** Braille Awareness Club recently was featured on the local CBS news. Visit the web site at [www.maysterdesignsltd.com](http://www.maysterdesignsltd.com). □



### Retirements

**Sybil Amitay.** A retirement celebration for Sybil Amitay, special education instructional assistant at Mark Twain School for 20 years, will be held Friday, May 4, 4-6 p.m., at Norbeck Country Club on Cashell Road, Derwood. Send \$30 for hors d'oeuvres and gift (cash bar available) or \$5 for gift only, payable to Mark Twain School Retirement Party, to Mimi Gerrero at Mark Twain.

**Nick Urick.** A celebration for Dr. Nick Urick, principal of Captain John Daly ES, will be held Friday, June 8, 5-9 p.m., at PB Dye Golf. Cost of \$45 per person includes dinner and a gift. RSVP to Sandra Morgan at 301-353-0939 by May 25.

**Paul Schnitman.** Paul Schnitman, assistant principal at Captain John Daly ES, will be honored Thursday, May 31, 5-8 p.m., at That's Amore in Rockville. Cost of \$32 per person includes dinner and gift. RSVP to Sandra Morgan at 301-353-0939 by May 17, 2007. □

## Supporting services

This is the third in a series on support professionals who exemplify the seven areas of competency that are part of the Supporting Services Professional Growth System. This article focuses on “professionalism,” in which the employee:

- Is patient to hear the entire story.
- Is calm under pressure.
- Is timely with information.
- Is positive, reliable and trustworthy.
- Responds to all people equitably.
- Is proactive in handling all situations.
- Possesses the ability to handle all matters in a professional and confidential manner.

Patty Vongchan, a paraeducator at Weller Road ES, is one of many support professionals who exemplify the “professionalism” core competency.

“When Ms. Vongchan identifies a need for the school, she generates change,” Weller Road Principal Linda Warren says. “During the last three years, she has taken the struggling school store and made it a first-rate program.” Vongchan greets every student who walks by in the morning while she stands in the school store.

Weller Road teachers request Vongchan to work with their students because she is always positive and reliable. She consistently arrives at her classes on time and is well prepared. She is a self starter and never needs to be told what to do.

“I’m just doing my job,” Vongchan says.

## Demonstrating professionalism on the job



Weller Road ES paraeducator Patty Vongchan works with students in a classroom. She can often be found in many other locations as well—in the lunchroom, on the playground and in the school store.

“We work together as a family. When a student needs help, I just want to do it.”

Vongchan put a plan in place to ensure that every student eligible to receive free or reduced-price lunches completed the required forms. She handled this confidential matter with care and respect for the students as well as their parents. As a result of her efforts, the school received a 22 percent increase in Title I funding.

Vongchan knows her students’ strengths and weaknesses and uses strategies and interventions to help meet their needs. Recognizing the desire for additional math support for students, she organized and implemented the Math Olympics program. The program is designed to provide all students with opportunities to master

their understanding of basic math facts.

“My first impression of Ms. Vongchan last year was that she is very professional, enthusiastic and supportive,” says Weller Road Assistant Principal Daniel Walder. “She exemplifies on a daily basis the professional attitude—Our kids are worth whatever it takes.”

**Training classes**—Some training classes that might enhance the “professionalism” core competency include *Business Etiquette and Professionalism*, *Developing a Professional Portfolio* and *Stressing the Positive*. For more information on additional training opportunities and classes, visit the Office of Organizational Development web site at [www.montgomeryschoolsmd.org/departments/development/teams/programs/ss\\_pgs.shtm](http://www.montgomeryschoolsmd.org/departments/development/teams/programs/ss_pgs.shtm). □

## Latino education

(continued from page 1)

also will receive content classes in math, social studies and science.

The pilot is one of six recommendations MCPS staff is currently implementing, with the collaboration of community partners, following recommendations from the MCPS Latino Education Coalition.

Although MCPS is currently experiencing a decline in overall student enrollment, increasing numbers of ESOL students are being identified, many of them older like Gonzalez. Between Sept. 30 and Oct. 31, 2006, 1,100 ESOL students were enrolled, and MCPS now serves almost 15,000 ESOL students.

The coalition presented a report on the education of Latino students to the Board of Education in March 2006 that highlighted the needs of older students entering

MCPS with limited or interrupted education; Latino parent involvement and outreach; and cultural and linguistic competency of the school system and staff.

A large group of Latino students, parents and community members attended the March 26 Board meeting to share their stories and express support for the recommendations. Testifying before the Board, Gonzalez noted that although he will not be able to participate in this program, “I want other people to take advantage of this opportunity. Young people like me need to learn English and skills that will allow us to feel proud of ourselves,” he said. “This new program is going to help youth like me so that we do not feel uncomfortable or frustrated in school.”

In addition to the Wheaton pilot program, MCPS will be implementing a process between the International Student Admissions Office and English for Speakers

of Other Languages Testing Center to determine the educational history and administer assessments and interviews to all enrolling secondary ESOL students. Community partnerships will create support for families and monthly parent forum meetings for parents of students in the SEPA pilot.

In addition, staff working with SEPA students will receive cultural competency professional development, and professional development opportunities for supporting staff also will be explored.

MCPS will be developing a teacher recruitment outreach program to encourage Latino and other diverse students to become teachers and return to MCPS when they complete their credentials.

During the coming months, implementation plans will continue to be monitored, with further work and expansion planned for FY 2009 and beyond. □



## David Chia: First-year principal at Rock Creek Forest ES

David Chia, in his first year as principal at Rock Creek Forest ES, does some things that may not be typical of a principal. Like delivering hot chocolate to bus drivers on a chilly morning. Or learning to play violin with other beginning students to encourage them and to let the teacher know that he understands the challenges of his job.

Chia himself is an MCPS success story. Born in Singapore, he moved to Rockville when he was 10 and was a student at Barnsley ES, Wood Junior High and Rockville HS.

“David is an outstanding administrator. He is an outstanding product of this system,” says Jeff Martinez, a consulting teacher who serves as Chia’s mentor. Chia is a past Agnes Meyer Teacher of the Year. As a staff development teacher at Broad Acres ES, he received the \$25,000 Milken Family Foundation National Educator Award.

Chia’s ability to speak Spanish is serving him well at Rock Creek Forest, a Spanish immersion school. Using the same curriculum, half of the students receive instruction in Spanish; the other half receive instruction in English.

“The main benefits the parents see with the Spanish immersion program—or any language immersion program—is the ability for their kids to be able to be bilingual, or even trilingual,” Chia says. “Parents recognize that there is a great value in having their children be able to speak more than one language.”

As a new principal, Chia has immersed himself in the school, learning about the facility, the students, past histories, community and staff. One of his goals is to surround himself with people whose strengths are his areas of weakness. “We have a strong staff,” he says. “This is the first year Rock Creek



Rock Creek Forest ES Principal David Chia says he tries to find opportunities to let students know they’ve done a good job.

Forest has had an assistant principal, Stacy Ashton.”

A lot of what he does within the principalship has to do with relationships—being able to understand people, and letting students know they’ve done a good job.

“Realizing that whether you’re a bus driver or building service worker or classroom teacher, paraeducator, or work in the office or cafeteria—all of us have different roles that have the same goal, which is to provide the best learning environment that we can for our kids,” Chia says. “And anytime there’s an opportunity to encourage and build each other up, I take advantage of those opportunities.” □

*David Chia is the featured staff member on this month’s “Great Staff” program on MCPS Cable Channel 34. Throughout April, the program airs Wednesdays and Fridays at 8:30 a.m., 12:30 p.m., 4:30 p.m. and 8:30 p.m.; and on Saturdays and Sundays at 10 a.m. View it online at [www.montgomeryschoolsmd.org/departments/itv/itv\\_programs\\_greatstaff.shtm](http://www.montgomeryschoolsmd.org/departments/itv/itv_programs_greatstaff.shtm).*



## April Instructional TV highlights

### Channel 33

**Anne Frank: A Legacy for Our Time:** The Story of Anne Frank, and the Lesson of Anne Frank. The segments may be used in any order. Gr. 6-8. Thurs., 1:30-2:15 p.m.

**Children Remember the Holocaust:** Through young people’s diaries, letters and published recollections, students gain insight into the suffering, hope and triumph during the Holocaust. Contains images that may be upsetting to sensitive viewers. Gr. 11-12. Thurs., 7-8 p.m.

**Faces of Survival:** Survivors of the Holocaust share their memories and experiences. They also share advice for students and lessons to be learned from those experiences. Gr. 6-12. Thurs., 3:30-4 p.m.

**Lost Childhood: The Story of the Birkenau Boys:** This documentary follows the story of a group of men whose lives were spared by Dr. Joseph Mengele. These Holocaust survivors travel back to Europe

50 years after the end of World War II to share their stories about losing their families and childhood. Gr. 11-12. Thu., 2:30-3:30 p.m. (CC)

### Channel 34

**Diez Minutos:** This Spanish-language series provides a combination of news and information about various aspects of the MCPS Latino community. Tues./Thurs., 8:45 a.m., 12:45 p.m., 4:45 p.m., 8:45 p.m.; Sat./Sun., 10:45 a.m. and 10:45 p.m.

**Education Matters:** Board of Education President Nancy Navarro speaks with guests about issues facing our diverse school system and discusses current educational initiatives. Spanish closed captioned. Mon./Fri., 10:30 a.m., 2:30 p.m., 6:30 p.m., 10:30 p.m.; Sat./Sun., 8:30 a.m. & 10 p.m.

**Meet the Candidates: Student Member of the Board of Education:** The finalists for student member of the Board of Education state their views and answer questions about important issues facing MCPS. Student election day is Wed., Apr. 25. Mon., 9 a.m., 1 p.m., 5 p.m., 9 p.m.; Wed. and Fri., 11:30 a.m., 3:30 p.m., 7:30 p.m., 11:30 p.m.; Sat./Sun., 9 a.m. & 6:30 p.m.

**Technology Literacy by Eighth Grade:** The Maryland Student Technology Literacy Consortium presents this program in support of technology literacy to improve student academic achievement through the use of technology in elementary and secondary schools in Maryland. The program reveals the challenges of implementing technology literacy and features technology tools currently being used to support learning in Maryland schools. Fri., 8:45 a.m., 12:45 p.m., 4:45 p.m., 8:45 p.m.; Sat./Sun., 10:15 a.m.

**MCPS News Update:** Kate Harrison of the Public Information Office presents an update of important events and information in MCPS. Mon-Fri., 8 a.m., 12 p.m., 4 p.m., 8 p.m. □



## 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. Employment opportunities and written job descriptions are available at [www.montgomeryschoolsmd.org/departments/personnel](http://www.montgomeryschoolsmd.org/departments/personnel). Applicants will be screened based on the job description & special considerations. All active permanent and temporary employees must apply on MCPS Form 446-6; outside (new) applicants must complete the Interest in an Advertised Vacancy Form, located at the Office of Human Resources reception area. 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 Service Center, 301-517-8100. Returning from leave, involuntary transfers & reassigned employees will have priority.

Unless otherwise indicated, the deadline for all jobs is 4/18/2007. Apply by job number and title for all supporting services positions. Faxes will not be accepted. Applications must be either hand-carried to the Department of Staffing or sent by internal or U.S. mail.

### Administrative

Administrative & supervisory positions are listed in bold. If no ads are listed, no new positions are available. Complete descriptions can be found on the Office of Human Resources employment information web site ([www.montgomeryschoolsmd.org/departments/personnel](http://www.montgomeryschoolsmd.org/departments/personnel)).

### Other professional

**Instructional specialist, MS social studies (B-D)** Dept. of Curriculum & Instruction—Masters degree; min. 5 yrs. successful teach-

ing exper. in MS/HS social studies with curric.; exper. developing curric. & assessments aligned with content standards; abil. to work collaboratively with other specialists to develop curricular docs. & assessments; some eve. mtgs; excel. planning, org., & oral & written communication skills. Send letter of interest and resume to Elaine Tanenhaus, Office of Human Resources, by April 18.

### Supporting services

**Paraeducators.** All paraeducator vacancies are posted on the vacancy database at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) under For Staff/School-based Jobs: Vacancy Database. Next to "Position" select "paraeducator," "special education paraeducator," etc. To be considered for employment, all new applicants must submit a supporting services application packet along with official transcripts to the Office of Human Resources, 7361 Calhoun Place, Suite 401, Rockville, MD 20855. Only approved new candidates may send letter of interest with résumé directly to the school.

**#1 Bus operator (9)** (4 hrs., 7-9 am & 2-4 pm) Dept. of Transportation—Driver's lic. for at least 5 yrs.; excel. driving record; abil. to obtain MD Class B commercial driver's lic.; pass phys. exam. & drug test. Sub. exper. may lead to perm. pos. (Halperin)

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

**#3 Substitute secretarial assignments (10)** (multiple school & central office loc.)—Gen. secretarial/clerical skills; familiarity with Microsoft Office app. a plus; must pass MCPS typing test at 40 wpm. Sub. exper. may lead to perm. pos. Call 301-279-3291 to schedule apt. for typing test. (Arrington)

**#4 Building service worker (community use) (6)** (various loc.)—Gen. clng. exper., incl. repetitive lifting; abil. to maint. security of school bldg., work independently, commun. with community use groups & secure boiler cert.; flex. rotation hrs. incl. 8 hrs. Sat., 8 hrs., Sun., & 4 hrs. 1 weeknight; must have own transp.; loc. subj. to change. (Reed)

**#5 HVAC mechanic I (17)** (loc. TBD) Div. of Maintenance—HS grad.; compl. of recognized HVAC apprenticeship & valid universal class EPA refrigerant recovery certifi. (MD

HVAC journeyman's lic. pref.); abil. to diagnose & troubleshoot complex HVAC equip. & sys. & to work from schematics, plans & drawings; valid Class C driver's lic. & thorough knowl. of current trade practices, standards, codes; MCPS written HVAC test & maint. HVAC skill test. (Arrington)

**#6 Heating mechanic II (17)** (loc. TBD) Div. of Maintenance—HS grad. & compl. of recognized apprenticeship; consid. knowl. of maintaining & repairing heating sys., diagnosing defects in burners, working from diagrams & inspecting work; valid driver's lic.; excel. commun. skills & abil. to prepare reports; abil. to respond to frequent emergency requests & perform work req. consid. phys. exertion; written MCPS heating mechanic II test & skills test. (Arrington)

**#930 Automotive technician I (17)** (BQ) (2 pos.; shift 2 & 3) (8 hrs., 12 mos.) Fleet Maintenance—4 yrs. auto repair exper., 2 yrs. skilled mechanic work or compl. apprenticeship or trng. prog., 2 yrs. exper. or comb. of ed., trng. & exper.; must have or rapidly obtain restricted MD Class A CDL lic. with endorsements for towing; abil. to acquire mechanics' tools, lift up to 100 lbs. & stand for extended periods; overtime & attendance at trng. courses & prog. req.; excel. driving record; must pass MCPS auto. tech. & drug test prior to assign. (Halperin)

**#530 Building & grounds contracts assistant II (gen.) (18)** (BQ) (readvertised; 8 hrs.) (Contract Office)—HS grad. with consid. exper. over a wide range of construction & maint. trade methods; exper. managing various CIP replacement projects such as lockers, bleachers, ceilings, windows/doors, plumbing, flooring masonry structures & coordinating with in-house staff & outside contractors to execute contracts & ensure compliance; consid. knowl. of related laws/codes/regs. of regulatory authorities; proficiency in interpreting building plans & drawings; basic computer skills using Microsoft Word, Outlook; valid driver's lic. Pref. given to app. with demonstrated abil. to effectively supervise contractors. (Arrington)

**#934 Building service assistant manager I (10)** (BQ) (2:30-11 pm) Wood Acres ES—Clng. & bldg. maint. exper.; boiler course; must have, or attain within 6-mo. probationary period, Basic Skills & Supervisory & Leadership certifi.; abil. to effectively maint. safety & security of bldg./grounds & prep. routine reports. (Reed)

**#935 Building service manager III (13)** (BQ) (avail. 7/1/07) (6-2:30 pm) Downcounty Consortium ES—Bldg. maint. exper. incl. supervisory exper.; knowl. of bldg. serv. methods, mats. & practices incl. HVAC; boiler certifi.; MCPS leadership, plant equip. oper. & AC courses pref.; bldg. serv. mgr's exam.; abil. to work with diverse user groups desirable. (Reed)

**#954 Building service worker (6)** (SQ) (5-9 pm) Springbrook HS—Gen. clng./exper. oper. power equip.; clear snow from walkways; repetitively move heavy objects (Reed)

**#787 Building service worker (6)** (SQ) (readvertised; 11:30 am-8 pm) Farmland ES—Same basic req. as #954. (Reed)

**#957 Building service worker (6)** (SQ) (10:30-7 pm) Lincoln Center—Same basic req. as #954. (Reed)

**#944 Building service worker 2nd shift (6)** (SQ) (2:30-11 pm) Goshen ES—Same basic req. as #954. (Reed)

**#946 Bus route supervisor (16)** (BQ) (multiple pos. avail.) (8 hrs., 12 mos.) (loc. TBD) Dept. of Transportation—HS grad. or equiv.; excel. oral/written interpersonal & org. skills; abil. to instruct bus operators/

attendants in safe vehicle oper.; abil. to plan, supervise & eval. work of others; knowl. of traffic safety rules/laws, & possession or abil. to obtain valid MD Class B CDL with passenger, air brakes & school bus endorsements; knowl. of SSPGS seven core competences & use of dependable vehicle req. (mileage reimbursement eligible); skills in school bus operations dispatching/routing desirable. (Halperin)

**#941 Cafeteria worker I (4)** (SQ) (4 hrs., 10 mos.) Forest Oak MS—Food prep. exper.; must have cashier exper. (Calavetinos)

**#884 Fiscal assistant IV (18)** (BQ) (8 hrs., 12 mos.) Dept. of Special Ed. Operation—HS grad. with college-level course work in accounting, business or public admin.; consid. exper. in accounting, procurement, budget & payroll; abil. to research, analyze & interpret statistical & financial data; abil. to prepare written & financial reports for state & fed. grants; exper. with Microsoft Access & Excel. Pref. given to applicants with knowl. of MCPS & special ed. (Arrington)

**#950 Lunch hour aide-temporary position (7)** (SQ) (11:30 am-1:30 pm) Luxmanor ES—Abil. to monitor student activities & behavior on playground or at lunch; assist in classroom activities & perform clerical tasks; first aid & CPR certifi. pref.; may be filled any time. (Calavetinos)

**#956 Security assistant (14)** (BQ) (8 hrs., 10 mos.) Walter Johnson HS—HS grad. & college courses in criminal justice, law enforcement or rel. fields; AA degree desirable; exper. involving student/adolescent safety, conflict resolution & investigative procedures desirable; knowl. of behavior mgmt. req.; valid driver's lic.; first aid/CPR certifi. desirable; avail. for flex. hrs., incl. weekends, eves. & overtime; may be req. to hold violators for police, confiscate drugs/alcohol & other evidence; other comb. of ed., trng. & exper. may be consid. (Calavetinos)



**Pool managers.** Mont. Co. locations, multi-guard pools, flex. schedules., excel. salary; must be certified or willing to certify. Contact [clark@georgetownaquatics.com](mailto:clark@georgetownaquatics.com) or 301-924-1146.

**Senior pool managers.** Montgomery Village Foundation, Inc. is hiring senior pool managers; starting salary \$17.50/hr.; must be at least 25, have at least 3 seasons exper. as pool manager for MVF, or 8 seasons as an operator elsewhere, or 5 years full-time work exper. requiring rel. skills; current pool operator's license, lifeguarding, CPR & first aid certifi. Call Petra Padilla at 301-948-8082, ext. 23, or e-mail [ppadilla@mfv.org](mailto:ppadilla@mfv.org). Applications are available at the MVF Office, 10120 Apple Ridge Road, Montgomery Village, MD 20886 or [www.montgomeryvillage.com](http://www.montgomeryvillage.com) (click on employment).

Montgomery County Public Schools prohibits illegal discrimination on the basis of race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, physical characteristics or disability. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the MCPS Human Relations Compliance Officer, Office of the Deputy Superintendent, 850 Hungerford Drive, Room 129, Rockville, MD 20850, at 301-517-8265.

## Mechanical systems apprenticeship

The Division of Maintenance, in collaboration with SEIU Local 500, will host an open house for supporting services employees interested in learning more about the mechanical systems apprenticeship program. Two sessions will be held on Thursday, April 12, at the Department of Facilities Management, Oak Grove Business Park, 2096 Gaither Road, Rockville (Conference Room 3) at 3:30 p.m. & 4:30 p.m. The same information will be shared at both sessions. Topics include the apprenticeship program, application process, and roles and responsibilities of the apprentices.

**#947 Mechanical systems apprentice (HVAC) (12)** Division of Maintenance (DOM) (3 positions avail.) (8 hrs., 12 mos.)—The apprenticeship program, which provides the training in the HVAC trade, combines a minimum of 144 hrs. classroom trng. & 2,000 hrs. on-the-job trng. per yr. for 4 yrs. Employees are obligated to stay with DOM for a min. of 3 yrs. after completion of the program.

Minimum qualifications for an apprenticeship include HS grad. supplemented by abil. to demonstrate adequate skills involving math, reading, writing & abil. to communicate clearly; minimum of 3 years successful MCPS supporting services work exper. with successful average or above/meets competency evaluations; pass initial aptitude test; abil. to use tools of the trade correctly & safely; abil. to comprehend written, verbal & visual directions.

Application must include completed MCPS Application Form 446-6; copy of current resume; & evidence of continuing prof. development or in-service courses showing desire to gain knowl., skills and abilities to enhance career.

Applications may be obtained from the Office of Human Resources or the MCPS web site. *Incomplete applications will not receive further consideration.* (Arrington)

