

**PLEASE POST**

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**SAUGUS PUBLIC SCHOOLS  
SAUGUS, MASSACHUSETTS 01906**

**January 11, 2012**

***JOB REFERENCE #2012-282***

**ANNOUNCEMENT OF POSITION**

Title of Position: **AFTERSCHOOL MCAS CLERK (WAYBRIGHT)**

Work Year: 2011-2012

Effective Date of Employment: February 28, 2012 through April 10, 2012

Salary: Per Clerical Contract not to exceed 20 hours

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

Statement of Duties:

- Teacher/Student Attendance & Time Sheets
- Data collection for attending students and current MCAS scores
- Type student ISSP's and enter into x2
- Be present at the Waybright School to receive & dismiss students

Qualifications:

- Such alternatives to the aforementioned qualifications as deemed appropriate by the Superintendent of Schools.

**Job Reference Number:**

Closing Date for  
Receipt of Application: January 31, 2012

Letter of Intent to:  
Judith A. Eldridge  
Human Resource Manager  
Saugus Public Schools  
23 Main Street  
Saugus, MA 01906

**An Equal Opportunity Employer**

*Policy of the Saugus Public Schools and federal law forbids discrimination because of race, religion, age, sex, marital status, disability or national origin.*