



**Dr. Robert C. Hill, Interim Superintendent**

**NOTICE OF VACANCY**

April 4, 2014

**TITLE of VACANCY:** Coordinator of Literacy K-12, Social Studies, Library and Production

**LOCATION:** Central Office, 1900 W. Monroe

**CONTRACT PERIOD:** 220 Days

***REQUIREMENTS/QUALIFICATIONS:***

1. Six years of successful teaching experience preferred and standard teaching certificate required
2. Valid Illinois General Administrative Type 75 Certificate
3. Master's Degree in Reading required
4. Must reside in District #186, or establish residency by March 1, 2015

***RESPONSIBILITIES:***

1. Coordinate research-based, comprehensive literacy, Social Studies and Library programs K-12 aligned and consistent with District goals
2. Develop and communicate K-12 literacy, Social Studies and Library Common Core standards and curriculum guides
3. Coordinate K-12 textbook adoptions aligned to standards
4. Serve as member of Teaching and Learning and collaborate with all content/specialty areas within the department
5. Serve as ad-hoc member of Curriculum Council
6. Coordinate professional development for literacy coaches, Tier II teachers, English and Social Studies department chairs, Librarians, and elementary summer school teachers
7. Develop, implement and evaluate a comprehensive literacy and Social Studies assessment system
8. Write, implement and evaluate federal, state and district grants
9. Interview and assist in assigning and supervising building literacy staff
10. Partner with family and community members to support literacy across the community
11. Participate in ISBE and national committees and professional development opportunities
12. Supervise Literacy TILs and Production staff
13. Other duties as assigned

**FILING DATE DEADLINE:** April 14, 2014 - 4:00 p.m.

**EFFECTIVE DATE:** First Contractual Day of 2014-2015 220 Day Calendar

**SALARY:** Aligned with current SPA negotiated agreement

**BENEFITS:** Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Teachers' Retirement System

Please refer all communication to:

Gina McLaughlin-Schurman  
Interim Director of Human Resources  
1900 W Monroe  
Springfield, IL 62704  
217-525-3006

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