

# Springfield Public Schools



Jennifer E. Gill, Superintendent

## **NOTICE OF VACANCY**

May 26, 2017

**TITLE:** Early Start Pre-Kindergarten Teachers- (4) –One Year Only

**LOCATION:** Early Learning Center

**CONTRACT PERIOD:** 180 Days

**REPORTS TO:** Building Principal

### **REQUIREMENTS:**

1. BA/BS college degree and Illinois licensure in Early Childhood Education
2. ISBE ESL endorsement preferred
3. Valid CPR and First Aid certification
4. Ability to work cooperatively with children, families, colleagues.
5. Minimum of two years successful teaching experience with young children preferred

### **RESPONSIBILITIES:**

1. Work with at risk Pre-Kindergarten children and their families to prepare them for Kindergarten
2. Implement the identified prekindergarten curriculum with fidelity
3. Implement the prekindergarten assessment system with fidelity
4. Evaluate student growth, set progress goals, and maintain student assessment records
5. Maintain individual student and parent communication records for each child
6. Maintain classroom portfolio and other requirements of NAEYC accredited classroom
7. Prepare orders for classroom supplies and materials
8. Work with and direct activities of teacher assistant
9. Conduct home visits along with other staff
10. Assist in implementing parent education/ involvement program
11. Assist in developmental screening and evaluation of potential students
12. Perform other duties as assigned

**FILING DATE DEADLINE:** June 7, 2017 at 4:00 p.m.

**EFFECTIVE DATE:** First contractual day of the 2017-2018 District 186 180-Day Calendar

**SALARY and BENEFITS:** In accordance with SEA negotiated agreement

**Please refer all communication to:** Gina McLaughlin-Schurman  
Director of Human Resources  
1900 W Monroe St.  
Springfield, IL 62704  
217-525-3006

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