



Jennifer E. Gill, Superintendent

**NOTICE OF VACANCY**  
December 6, 2016

**TITLE of VACANCY:** Early Start Instructional Leader Teacher-One Year Only

**LOCATION:** The Early Learning Center

**CONTRACT PERIOD:** Remainder of 2016-17 year

**REPORTS TO:** Building Principal

**REQUIREMENTS/QUALIFICATIONS**

1. Valid Illinois Professional Educator's Licensure with endorsement in Early Childhood Education. Master's Degree preferred
2. Experience as an early childhood educator and as a coach or supervisor of educators preferred
3. ISBE ESL endorsement preferred
4. Valid CPR and First Aid certification preferred
5. Ability to work cooperatively with teachers and teaching assistants to refine their practices, improve instructional quality and achieve mastery as early childhood professionals
6. Commitment to supporting at-risk families
7. Evidence of prior leadership experiences at the school level

**RESPONSIBILITIES**

1. Provide support to classroom education staff in creating lesson plans that are developmentally appropriate
2. Collaborate with classroom education staff to develop individual professional development plans
3. Work collaboratively with the Coordinator, Principal, and ILT to develop and facilitate a professional learning community focused on instructional excellence
4. Conduct regular observation in all assigned classrooms to facilitate research-based instructional practices through modeling, observations, mentoring, coaching, and providing feedback to teachers
5. Engage education staff in reflective coaching to discuss observations and develop a plan to strengthen challenging areas and build on areas of strength
6. Support peer observation and learning between classrooms/sites
7. Participate in professional development opportunities, including workshops and conferences, to bring new and engaging best practices into the program
8. Identify resources and materials that will support instructional quality and integrate them into program practices
9. Perform other duties as assigned

**FILING DATE DEADLINE:** December 16, 2016

**EFFECTIVE DATE:** TBD

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

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

**Please refer application and resume to:**

Gina McLaughlin-Schurmann  
Director of Human Resources  
1900 W Monroe Street  
Springfield, IL 62704  
Telephone: 525-3006

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