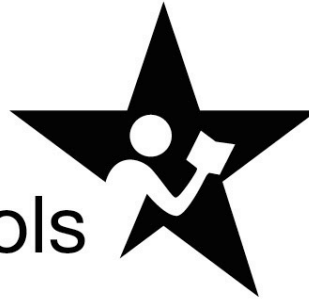


Springfield Public Schools



Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: Lead Child Development Associate I

LOCATION OF POSITION: Project SCOPE Program (Before/After School Program) –Wilcox

DAYS PER YEAR: 200 days – includes 12 paid holidays **HOURS PER DAY:** 7

Lead Child Development Associate I

REQUIREMENTS/QUALIFICATIONS:

1. Highly interested in school-age children
2. Warm, positive attitude and an ability to relate with children and adults
3. Willingness to fulfill the program goals
4. Prefer Degree in Child Care, teaching or related area of study- MUST HAVE 60 college credits or possess a Child Development Associate Certificate
5. Must be able to lift 50 pounds.

RESPONSIBILITIES:

1. Oversee the SCOPE Program in an elementary school in cooperation with the SCOPE office and the principal of the assigned school
2. Plan daily activities of the extended day program
3. Supervise staff and implement activities in the extended day program
4. Meet the needs of the individual child and treat each child with dignity and respect
5. Establish a positive liaison with parents and children
6. Assume an equal share of housekeeping responsibilities of the staff
7. Attend staff meetings and participate in training programs
8. Write a monthly newsletter for parents
9. Collect fees from parents and maintain all records
10. Support school's rules and staff members
11. Arrange for substitutes and keep Asst. Coordinator informed of absences
12. Other duties as assigned by the Coordinator or Assist. Coordinator

SALARY: \$13.85 hourly (Step I – 15-16 salary schedule) **Start Date:** January 4, 2017

BENEFITS (full time employees): Personal and Sick Leave, - Medical Insurance - Life Insurance - Illinois Municipal Retirement

INQUIRIES CALL: 525-3309

FILING DEADLINE DATE: 12/16/16, 4:00 pm

PLEASE REFER APPLICATION AND RESUME TO: Gina McLaughlin-Schurman
Director of Human Resources
Springfield Public Schools
1900 W. Monroe
Springfield, IL. 62704

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

December 5, 2016