



Jennifer Gill, Superintendent

NOTICE OF VACANCY

April 27, 2017

TITLE of VACANCY: MATH TEACHER - MIDDLE SCHOOL SUMMER SCHOOL PROGRAM (5)

CONTRACT PERIOD: June 1, 2017 – June 23, 2017

LOCATION: Feitshans Elementary

PD HOURS: Up to 32 hours to be scheduled prior to and during the program

REPORTS TO: MS Site Coordinator

REQUIREMENTS:

1. Professional Educator's License with Middle School Math endorsement
2. Knowledge of current curriculum, instructional trends, school improvement process, technology use and student assessment systems

RESPONSIBILITIES:

1. Participate in professional development prior to and throughout program, including a book study
2. Actively participate with family engagement activities throughout, including the Family Kick Off event
3. Be punctual for the teacher workday
4. Prepare the assigned classroom to encourage an engaged and cooperative learning environment
5. Maintain student attendance records, grade information
6. Incorporate AVID, CRISS and IMSA/STEM strategies (PD will be provided)
7. Administer Pre and Post Test for all students and submit results to Coach
8. Communicate effectively with students, parents, and staff
9. Adhere to the learning schedule, curriculum, instructional strategies and materials provided
10. Develop and implement engaging lessons that support age appropriate Literacy Learning, Math and/or English Proficiency
11. Plan and submit daily lesson plans to the Site Coordinator each week
12. Use the Gradual Release of Responsibility with students and Differentiated Instruction
13. Create weekly parent newsletter to be sent home and posted on Summer School Website
14. Prepare student report cards to be given on June 23, 2017
15. Perform other duties as assigned by the site coordinator

FILING DATE DEADLINE: until filled

EFFECTIVE DATE: June 1, 2017

SALARY: \$27.28 per hour (82.5 instructional and up to 32 PD) = 114.5 total hours

SELECTION PROCESS: Application-Interview-Selection (Those selected for interview will need a resume)

Please refer all communications to:

Gina McLaughlin-Schurman
Human Resources Director
1900 W. Monroe St.
Springfield IL 62704
217/525-3006

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