



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY

January 10, 2019

TITLE of VACANCY: NAACP Alternative Education Coordinator

LOCATION: Calvary Baptist Church

CONTRACT PERIOD: 195 Days

REQUIREMENTS:

1. Bachelor's Degree
2. Valid Illinois Professional Educator's License preferred
3. A strong undergraduate scholastic record preferred
4. Knowledge of current curriculum, instructional trends, school improvement process, technology use, change management, and student assessment systems

RESPONSIBILITIES:

1. Supervise the coordination of program level discipline procedures
2. Attend to all relevant student review meetings
3. Provide educational leadership to staff, parents and students
4. Supervise and evaluate personnel
5. Coordinate and supervise school activities and the work of professional and classified staff
6. Coordinate the school improvement process and other curricular duties as assigned
7. Resolve student attendance matters
8. Coordinate parent-teacher conference and follow up on recommendations
9. Periodically review staffing needs from program, and conduct interviews as necessary
10. Conduct drills in compliance with safety standards according to district policies
11. Coordinate off-campus activities to encourage continued learning for students
12. Provide written reports that serve as documentaiton of students' progress while enrolled in the program
13. Communicate and maintain good working relationships with District 186 staff, Springfield Ministerial Alliance, Springfield Urban League, students and parents
14. Attend and provide data to the NAACP members monthly
15. Perform other duties as assigned

FILING DATE DEADLINE: January 22, 2019 – 4:00 PM

EFFECTIVE DATE: Upon Board Approval

SALARY: To be determined

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement Fund

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

Please Refer All Communication To:
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