

**SPRINGFIELD PUBLIC SCHOOL DISTRICT #186**

**1900 West Monroe - Springfield, Illinois 62704  
Jennifer Gill, Superintendent**

**NOTICE OF VACANCY**

**TITLE OF VACANCY:** PI Parents As Teachers Program Parent Educator-one year only      **DATE:** February 7, 2017  
**LOCATION OF POSITION:** Early Learning Center and the Springfield Community  
**DAYS PER YEAR:** 202      **HOURS PER WEEK:** 40

**WHO MAY APPLY:** Any person meeting the requirements listed below for this position

**REQUIREMENTS:**

1. Bachelors Degree in early childhood education or related field (Bachelors degree in Social Service field or early childhood education)
2. Documented successful experience in working with preschool children and families (Birth-3 children and families)
3. Self Starter: Ability to work independently
4. Interpersonal skills: Ability to communicate and relate to others well
5. Ability to work non-traditional hours, non traditional calendar
6. Valid Illinois driver's license and reliable transportation

**SPECIFIC RESPONSIBILITIES:**

1. Implement the Parents As Teachers curriculum
1. Plan for and make home visits to a designated group of families
2. Participate in recruitment efforts
3. Conduct periodic developmental screening activities
4. Help plan group meetings with parents
5. Collect data and maintain accurate records of services provided
6. Make referrals to appropriate community agencies and services
7. Help plan and implement Learning Together activities
8. Perform other duties as assigned

**FILING DATE DEADLINE:** February 21, 2017      **APPOINTMENT DATE:** March 8, 2017

**SALARY:**      \$19.95 per hour (2015-16 salary schedule)

**SELECTION PROCEDURE:** Application with resume & college transcripts-Interview-Selection

**BENEFITS:**      Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

**Please refer application and resume to:**

Gina McLaughlin-Schurman  
Director of Human Resources  
Springfield Public Schools  
1900 West Monroe Street  
Springfield IL 62704  
Telephone: 525-3006

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