SPRINGFIELD PUBLIC SCHOOL DISTRICT 186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent
NOTICE OF VACANCY

TITLE OF VACANCY: Special Ed. Attendant (1-year only, with student) **DATE:** September 21, 2017
LOCATION: Ball Charter School
DAYS PER YEAR: 175 (which includes 1 day of CPI training) **HOURS PER DAY:** 4

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

REQUIREMENTS:
Any person who is 20 years of age or over, well-mannered, well groomed, punctual, dependable, enjoys being with children and who meets the basic requirements listed below.

1. **Must have an Educator Licensure with Stipulation or valid Illinois Teaching Licensure. or 90-day sub licensure (To obtain an Educator Licensure with Stipulations from the Regional Superintendent's Office, County Building, you must provide proof of 60 college hours from an accredited college or pass either the ETS ParaPro Assessment test or ACT Work Keys Assessment test at Lincoln Land Community College. Both tests can be scheduled at Lincoln Land by appt.**
2. Must have high school diploma or equivalent
3. Ability to perform all job-related functions
4. Ability to understand and follow verbal or written directions
5. Ability to communicate and maintain good working relationships with other employees and general staff of the assigned school
6. Physical and TB test
7. Must take CPI course and refresher courses

PHYSICAL DEMANDS: Must pass pre-placement agility/fit for duty exam with MOHA

SPECIFIC RESPONSIBILITIES:

1. Assist teacher with the students in the classroom
2. Assist teacher with supervision of students in the lunchroom, on the playground, and when proceeding to and from the buses
3. Use copying machine with teacher supervision to make materials for the classroom
4. Assist with feeding/toileting of students requiring total care
5. Assist with lifting and positioning of non-ambulatory students
6. Assist student with self help skills
7. Perform other duties as assigned

FILING DATE DEADLINE: September 27, 2017 **APPOINTMENT DATE:** Immediately
SALARY: $12.40 per hour (16-17) (If you have the minimum 60 college hours, the rate of pay is $1.00 more per hour)
SELECTION PROCEDURE: Application, Selection, Agility test, Physical as per Local 15 contract
BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement. (Must be hired for minimum 20 hours per week to qualify for benefits and paid holidays)

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

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

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER