



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY

June 30, 2015

TITLE of VACANCY: Spanish Teacher

LOCATION: Southeast High School

CONTRACT PERIOD: 180 Days

REPORTS TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois PEL, endorsed in High School Spanish

RESPONSIBILITIES:

1. Establish a sound educational setting by maintaining a classroom climate conducive to learning and by utilizing available facilities and resources within the room
2. Plan for individual student needs in structuring learning activities and the involvement of all students in the learning process
3. Demonstrate teaching skills necessary to perform duties, including maintaining classroom control, utilizing appropriate techniques and being knowledgeable about subject matter
4. Prepare for activities by having lessons, materials and supplies on hand and allowing proper allotment of time for planned activities
5. Establish short and long-range goals relevant to the student and content
6. Establish appropriate evaluation techniques and show students how to analyze, evaluate and revise their own work
7. Develop a fair and consistent classroom management plan and adhere to the District discipline code
8. Communicate effectively with students, parents and staff
9. Cooperate in carrying out school and district policies and regulations
10. Be punctual and regular in attendance
11. Develop and promote foreign language activities/programs on a school-wide basis
12. Utilize community resources in the instructional program
13. Promote creativity and enhance instructional effectiveness
14. Follow the curriculum guide in foreign language established for the high schools
15. Perform other duties as assigned

FILING DATE DEADLINE: July 9, 2015

EFFECTIVE DATE: First contractual day of the 2015 – 2016 school year

SALARY: In accordance with current SEA negotiated agreement

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Teachers' Retirement System

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704
217-525-3006

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