



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY
August 22, 2017

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: Until Filled

EFFECTIVE DATE: First contractual day of the 2017 – 2018 180 District calendar

SALARY/BENEFITS: In accordance with the current SEA negotiated agreement

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 W. Monroe St.
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