

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

**NOTICE OF VACANCY**

**TITLE OF VACANCY:** Special Education Attendant (1 yr. only)      **DATE:** January 23, 2015  
**LOCATION:** Marsh  
**DAYS PER YEAR:** 175 days      **HOURS PER DAY:** 3.25 (am)

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

**REQUIREMENTS:**

Any person who is 18 years of age or over, well-mannered, well groomed, punctual, dependable, enjoys being with children and who meets the basic requirements listed below.

1. Ability to understand and follow verbal or written directions
2. Ability to communicate and maintain good working relationships with other employees and general staff of the assigned school
3. Ability to perform all job related functions
4. Must have high school diploma or equivalent
5. **No Child Left Behind Approval letter required or Illinois Teaching Certificate or 90-day sub certificate (Must have 60 college hours from an accredited college or passing of the ETS ParaPro assessment test or WorkKeys Assessment test to obtain NCLB letter of approval) Tests can be taken at Lincoln Land Community College, ParaPro requires pre-registration)**
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:** January 30, 2015      **APPOINTMENT DATE:** Immediately

**SALARY:** \$12.04 per hour (14-15) (If you have the minimum 60 college hours, the rate of pay is \$1.00 more per hour.)

**SELECTION PROCEDURE:** Application, Selection, Physical, agility test as per Local 15 contract

**NO BENEFITS**

**Please refer application and resume to:**

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

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