

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

**NOTICE OF VACANCY - REPOST**

**TITLE OF VACANCY:** Classroom Teaching Assistant      **DATE:** December 21, 2018

**LOCATION OF POSITION:** Grant Middle School

**DAYS PER YEAR:** 177 Days (Remainder of School Year)      **HOURS PER DAY:** 6.75

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

**REQUIREMENTS:**

1. **Minimum of 60 semester credit hours from an accredited college (Provide official transcripts)**
2. Valid Illinois Educator Licensure with Stipulations (for paraprofessionals) or Illinois Teaching Certificate or sub teaching certificate
3. Ability to relate to and enjoy working with alternative education students
4. Ability to work cooperatively and under the direction of the teacher in planning learning experiences
5. Physical and TB test

**SPECIFIC RESPONSIBILITIES:**

1. Assist teacher with routine classroom procedures
2. Provide clerical assistance such as duplicating and organizing materials for classroom use
3. Grade and record student work
4. Supervise students in and out of the classroom
5. Work with groups of students under supervision of teacher
6. Perform other duties as assigned

**FIILING DATE DEADLINE:** January 12, 2019      **EMPLOYMENT DATE:** Upon Board Approval

**SALARY:** \$13.27 per hour- (Year 1 + 60 hours 18-19) Pay divided equally over 12 months.

**SELECTION PROCEDURE:** Application, Interview, Selection

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid holidays as per negotiated agreement.

**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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