



NOTICE OF VACANCY

DATE: November 12, 2021

TITLE OF VACANCY: CTE Classroom Teaching Assistant

LOCATION: Southeast High School

HOURS PER DAY: 6.75

DAYS PER YEAR: 177

REQUIREMENTS/QUALIFICATIONS:

1. **Minimum of 60 semester hours of college credits (must 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. Physical and TB test

SPECIFIC RESPONSIBILITIES:

1. Assist teachers in Career and Technical Education classes
2. Assist individual students: special needs students, students who have had excessive absences, or any student who needs one-on-one assistance
3. Assist with organization and supervision of all students
4. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY:

\$16.42 Per Hour

(Year 1 + 60 Hours 2021-2022)

Pay is divided equally over 12 months.

BENEFITS:

Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement.

SELECTION PROCESS: Application & Copy of College Transcripts, Licensure, Interview, and Selection

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources

Springfield Public Schools District 186

1900 West Monroe Street

Springfield, IL 62704

217-525-3006

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