SPRINGFIELD PUBLIC SCHOOL DISTRICT 186
1900 West Monroe – Springfield, Illinois 62704

Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: Adult Diploma Instructor **DATE:** June 16, 2021
LOCATION OF POSITION: Lawrence Education Center
DAYS PER YEAR: 180 days **HOURS PER DAY:** 6.5
WHO MAY APPLY: Any person meeting the basic requirements listed below for this position.

REQUIREMENTS:

1. Valid Illinois teaching certificate preferred
2. Bachelor's Degree
3. ICCB Content Specialist preferred, or willingness to obtain
4. Experience and interest in working with educationally disadvantaged out-of-school youth
5. Demonstrated ability to teach critical-thinking and problem-solving skills
6. Demonstrated ability to use current computer technology and instructional software
7. Strong English/Language Arts and Social Studies skills

JOB DESCRIPTION (SPECIFIC RESPONSIBILITIES):

1. Support the mission, vision, goals and instructional focus of Lawrence Education Center
2. Ability to work in a team driven environment
3. Establish and maintain a classroom climate that is conducive to learning
4. Plan and facilitate explicit teaching activities for whole group and small group discussions/activities in order to provide engaged learning opportunities
5. Adapt teaching methods and instructional materials to meet students' varying needs, abilities and interests by planning and conducting lessons that promote learning
6. Learn and implement the Edmentum online curriculum, teaching HS English-Language Arts and Social Studies along with various Elective courses
7. Use a variety of methods to monitor student learning and assess student progress
8. Provide concise lesson and sub plans
9. Have materials and supplies available
10. Maintain accurate, complete and correct records as required
11. Communicate effectively with students and LEC staff
12. Cooperate in carrying out school district rules and regulations
13. Be punctual and regular in attendance
14. Assist in meeting or exceeding federal targets
15. Complete a minimum of 12 hours of professional development each fiscal year, as well as training as directed by the Principal
16. Ability to be flexible and be willing to make adjustments as needed in an ever-changing environment
17. Perform other duties as assigned

FILING DATE DEADLINE: June 30, 2021 **EMPLOYMENT DATE:** August 19, 2021
SALARY: $30.00/hour
SELECTION PROCEDURE: Application – Testing – Interview(s) – Selection
BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement
Paid vacation and holidays as per Negotiated Agreement

Please refer application and resume to:

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

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