



NOTICE OF VACANCY

DATE: June 27, 2024

TITLE OF VACANCY: Alternative Education Truancy and Support Specialist

LOCATION: Douglas School/Travel

DAYS PER YEAR: 208 **HOURS PER DAY:** 8.5 (7:45 a.m. – 4:15 p.m. includes a 30 minute unpaid lunch)

REQUIREMENTS/QUALIFICATIONS:

1. Must have a Bachelor's Degree in Education or a Related Field (Master's Degree Preferred)
2. Ability to perform all job-related functions
3. Ability to understand and follow verbal or written directions
4. Ability to communicate and maintain good working relationships with other employees, general staff, community agencies, students and parents
5. Maintain accurate records
6. Experience with Adult Education preferred
7. Must be willing to perform home visits

SPECIFIC RESPONSIBILITIES:

1. Monitor attendance for all middle and high school students at Douglas
2. Contact parents/guardians regarding absences
3. Meet weekly with students regarding truancy concerns
4. Make home visits to students and families regarding truancy concerns
5. Engage with staff and share attendance data as needed
6. Work closely with social workers to provide community resources to students and families
7. Provide resources to students seeking adult education needs
8. Track attendance and behavior data
9. Communicate with community agencies on a regular basis and serve as a liaison between the schools and agencies
10. Assist in transitioning students from alternative programs in the district to their home schools
11. Assist in supporting students from alternative programs in the district to their home schools
12. Other duties as assigned

APPLICATION DEADLINE:

July 9, 2024 at 4:00 p.m.

APPOINTMENT DATE:

July 25, 2024

SALARY: Daily Rate of \$295.92

BENEFITS:

Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays (must be hired for minimum 20 hours per week to qualify for benefits and paid holidays)

SELECTION PROCESS:

Application, Selection, Interviews

HOW TO APPLY:

Go to [Human Resources](#) on the District Website, click on classified vacancies and follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Avenue
Springfield, IL 62703
217-525-3006

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