NOTICE OF VACANCY

DATE: January 15, 2020
TITLE OF VACANCY: Early Start Teaching Assistant
LOCATION: Early Learning Center
DAYS PER YEAR: 180
HOURS PER DAY: 8

REQUIREMENTS/QUALIFICATIONS:
1. Minimum of 60 semester hours of college credit, 12 of which must be in early education or a related field (must provide official transcripts) or CDA
2. Valid Educator Licensure with Stipulations or Illinois Teaching Certificate or 90-day sub certificate
3. Successful experience in working with preschool children preferred.
4. Ability to understand and follow verbal and written directions
5. Ability to communicate and maintain good working relationships with other employees
6. Ability to perform all job-related functions
7. Physical and TB test
8. Valid CPR and First Aid certification

SPECIFIC RESPONSIBILITIES:
1. Assist with all classroom-learning activities.
3. Assist with the preparation of materials.
4. Assist with maintaining an orderly learning environment.
5. Assist with parent communication, including Parent Teacher conferences.
6. Assist with maintenance of classroom portfolio and other requirements of NAEYC accredited classroom.
7. Participate in Home Visits along with teacher.
8. Supervise children inside and outside the classroom, including bus and field trips.
9. Assist with the maintenance of accurate records, as assigned by teacher.
10. Other duties as assigned.

APPLICATION DEADLINE/OPEN UNTIL: January 24, 2020
APPOINTMENT DATE: Upon Board Approval

SALARY: $15.11 Per Hour
(Year 1 + 60 Hours 19-20)
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, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
217-525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER