



NOTICE OF VACANCY

DATE: July 29, 2022

TITLE OF VACANCY: Lead Child Development Associate

LOCATION: SCOPE - Various Locations TBD (Before & After School Program)

DAYS PER YEAR: 205

HOURS PER DAY: 7

REQUIREMENTS/QUALIFICATIONS:

1. Highly interested in school-age children
2. Warm, positive attitude and an ability to relate with children and adults
3. Willingness to fulfill the program goals
4. Prefer Degree in Child Care, teaching or related area of study- MUST HAVE 60 college credits or possess a Child Development Associate Certificate
5. Must be able to lift 50 pounds.
6. Ability to work split shift 7-10:30 / 2:30-6

SPECIFIC RESPONSIBILITIES:

1. Oversee the SCOPE Program in an elementary school in cooperation with the SCOPE office and the principal of the assigned school
2. Plan daily activities of the extended day program
3. Supervise staff and implement activities in the extended day program
4. Meet the needs of the individual child and treat each child with dignity and respect
5. Establish a positive liaison with parents and children
6. Assume an equal share of housekeeping responsibilities of the staff
7. Attend staff meetings and participate in training programs
8. Collect fees from parents and maintain all records
9. Support school's rules and staff members
10. Other duties as assigned by the Coordinator or Assistant Coordinator

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$16.10 per hour (2021-2022 Salary Schedule)

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

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
1900 West Monroe Street
Springfield, IL 62704