



## NOTICE OF VACANCY

**DATE:** December 20, 2024

**TITLE OF VACANCY:** Classroom SWIS Teaching Assistant

**LOCATION:** Franklin Middle 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 Licensure with Stipulations or Illinois Teaching Certificate or 90-day sub certificate
3. Ability to relate to and enjoy working with alternative education students
4. Ability to work cooperatively and under the direction of the teacher in planning learning experiences
5. Physical and TB test

### SPECIFIC RESPONSIBILITIES:

1. Work with groups of students under supervision of a teacher
2. Assist teachers with routine classroom procedures
3. Provide clerical assistance such as duplicating and organizing materials for classroom use
4. Grade and record student work
5. Supervise students in and out of the classroom
6. Perform other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

January 6, 2025

### APPOINTMENT DATE:

Upon Board Approval

**SALARY:** \$18.83 Per Hour (Year 1 + 60 Hours 2024-2025)

**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 [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