



## NOTICE OF VACANCY

**DATE:** February 5, 2024

**TITLE OF VACANCY:** Classroom Teaching Assistant

**LOCATION:** Harvard Park Elementary School

**HOURS PER DAY:** 6.75

**DAYS PER YEAR:** 177 (Title I - Remainder of the 2023-24 School Year Only)

### 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 work under the supervision of a classroom teacher
4. Concern and care for young children
5. Ability to be a "self-starter" and anticipate needs and jobs
6. Physical and TB test

### SPECIFIC RESPONSIBILITIES:

1. Preparation of materials, learning centers, bulletin boards
2. Lunchroom and playground supervision
3. Direction of quiet time activities
4. Learning center and small group supervision
5. Helping children with personal needs
6. Preparation of snacks
7. Story time (read to the children)
8. Provide help in disciplinary matters
9. Clerical duties and testing
10. Perform other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

### APPOINTMENT DATE:

Upon Board Approval

**SALARY:** \$18.10 Per Hour (Year 1 + 60 Hours 2023-2024)

**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