NOTICE OF VACANCY
July 8, 2019

TITLE of VACANCY: Early Start Pre-Kindergarten Teacher- One Year Only
LOCATION: Early Learning Center
CONTRACT PERIOD: 180 Days
REPORTS TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:
1. Valid Illinois PEL in Early Childhood Education with an endorsement in ESL preferred
2. BA/BS college degree
3. Valid CPR and First Aid certification
4. Ability to work cooperatively with children, families, colleagues
5. Minimum of two years successful teaching experience with young children preferred

RESPONSIBILITIES:
1. Work with at risk prekindergarten children and their families to prepare them for kindergarten
2. Implement the identified prekindergarten curriculum with fidelity
3. Implement the prekindergarten assessment system with fidelity
4. Evaluate student growth, set progress goals, and maintain student assessment records
5. Maintain individual student and parent communication records for each child
6. Maintain classroom portfolio and other requirements of NAEYC accredited classroom
7. Prepare orders for classroom supplies and materials
8. Work with and direct activities of teacher assistant
9. Conduct home visits along with other staff
10. Assist in implementing parent education/involvement program
11. Assist in developmental screening and evaluation of potential students
12. Perform other duties as assigned

FILING DATE DEADLINE: July 15, 2019 at 4:00 PM
EFFECTIVE DATE: First contractual day of the 2019-2020 District 186 180-Day Calendar
SALARY/BENEFITS: In accordance with the current SEA negotiated agreement

Please refer application and resume to: Gina McLaughlin-Schurmann
Human Resources
Springfield Public Schools
1900 W. Monroe St.
217/ 525-3006

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