

NOTICE OF VACANCY

DATE: December 16, 2020

TITLE OF VACANCY: Early Start Teaching Assistant

LOCATION: Early Learning Center

HOURS PER DAY: 8

DAYS PER YEAR: Remainder of the 2020-2021 School Year Only

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.
2. Assist with assessment and evaluation of learning.
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:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY:

\$15.75 Per Hour

(Year 1 + 60 Hours 20-21)

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.

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