



Jennifer Gill, Superintendent

**NOTICE OF VACANCY**

April 16, 2021

**TITLE OF VACANCY:** Special Education Teachers for Summer Services\*  
Early Childhood, Elementary, Middle/High School and Life Skills (# TBD)

**LOCATION:** Lee School

**CONTRACT PERIOD:** June 8 – July 2, 2021 - 5.5 hours per day

**REPORTS TO:** ESY Coordinator

**\*Note: These positions are contingent upon IEP determinations for summer services.**

**REQUIREMENTS/QUALIFICATIONS:**

1. Hold a current LBS1 certificate
2. Successful teaching or student teaching experience
3. Must be CPI certified or willingness to complete training

**RESPONSIBILITIES:**

1. Provide instruction as outlined on students' IEPs
2. Plan daily lessons
3. Provide 5 hours of instruction to the assigned students, Monday – Friday from 8:30 am – 1:30 pm
4. Be punctual for the teacher workday of 5.5 hours
5. Conduct ESY summaries for all students assigned during the summer period, as appropriate for individual students
6. Submit summaries to the coordinator within two (2) business days after services conclude
7. Plan and submit daily lesson plans to the site coordinator each Monday and behavior management plan
8. Assist with an end-of-program evaluation
9. Maintain positive parent/staff communication
10. Attend Professional Development
11. Other duties as assigned

**FILING DATE DEADLINE:** Until Filled

**EFFECTIVE DATE:** June 8, 2021

**SALARY:** \$31.32 per hour

**SELECTION PROCEDURE:** Application, Interview, Selection

**Please refer all communication to:** Gina McLaughlin-Schurman  
Director of Human Resources  
1900 West Monroe Street  
Springfield, IL 62704

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