



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** 3/21/19

**TITLE OF VACANCY:** Special Education Dept. Chair

**LOCATION:** Grant Middle School

**CONTRACT PERIOD:** 187 Days

**SUBJECT/GRADE LEVEL:** Middle School

**REPORTS TO:** Director of Special Education

### REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois Professional Educator's License with LBS1 secondary endorsement
2. Masters degree in Special Education or related field preferred
3. Minimum of five years successful teaching experience in special education
4. Knowledge of rules and regulations governing special education
5. Strong written and verbal communication skills
6. Ability to effectively work with administrators, teachers, and parents
7. Knowledge of instructional and academic best practices for students with disabilities
8. Knowledge of effective curricular accommodations and modifications for students with disabilities

### SPECIFIC RESPONSIBILITIES:

1. Schedule and conduct conferences in accordance with state and district guidelines
2. Maintain up-to-date information of special education students in the district's Information System
3. Establish and maintain effective communication with parents/guardians
4. Process initial case study evaluations and reevaluations within the mandated timelines
5. Maintain a high level of communication with the Special Education Department, building administration and special education staff
6. Maintain a high level of communication with building administrators concerning the discipline of special education students
7. Coordinate the implementation of state and local assessments to special education students
8. Provide support and consultation to the Building Review Team
9. Provide curricular and behavioral support to school staff
10. Clearly articulate current district special education policies and procedures to parents and district personnel
11. Perform other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

March 29, 2019 at 4:00 pm

### EFFECTIVE DATE:

First contractual day of the 2019-20 District 186 187-day calendar

**SALARY and BENEFITS:** In accordance with current SEA negotiated agreement

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on certified 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

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