DISTRICT 186
SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

DATE: September 15, 2021
TITLE OF VACANCY: Kindergarten Teaching Assistant
LOCATION: Graham Elementary School **HOURS PER DAY:** 6.75
DAYS PER YEAR: 178

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:
September 23, 2021 at 4:00 p.m.

APPOINTMENT DATE:
August 19, 2021

SALARY: $16.42 Per Hour
(Year 1 + 60 Hours 2021-2022)
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, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
217-525-3006

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