NOTICE OF VACANCY

DATE: January 15, 2020
TITLE OF VACANCY: Kindergarten Teaching Assistant
LOCATION: Graham Elementary School
HOURS PER DAY: 6.75
DAYS PER YEAR: 178 (Remainder of School Year)

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:
January 24, 2020

APPOINTMENT DATE:
Upon Board Approval

SALARY: $15.11 Per Hour
(Year 1 + 60 Hours 19-20)
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](http://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

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