



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** October 23, 2023  
**TITLE OF VACANCY:** LEAD CHILD DEVELOPMENT ASSOCIATE  
**LOCATION:** PROJECT SCOPE – Addams and Laketown  
**DAYS PER YEAR:** 202  
**HOURS PER DAY:** 7

### REQUIREMENTS/QUALIFICATIONS:

1. Highly interested in school-age children.
2. Warm, positive attitude and an ability to relate with children and adults.
3. Willingness to fulfill the program goals.
4. Prefer Degree in Child Care, teaching or related area of study – MUST HAVE 60 college credits.
5. Take any required online training classes (Gateways).
6. Become CPR and First Aid certified (Project SCOPE will provide the class).
7. Must be able to lift 50 pounds.
8. Ability to work a split shift 7am-10:30am / 2:30pm-6pm.

### SPECIFIC RESPONSIBILITIES

1. Collect fees from parents and maintain all bookkeeping records.
2. Assist in overseeing the Project SCOPE program in an elementary school in cooperation with the Project SCOPE office and the principal of the assigned school.
3. Meet the needs of the individual child and treat each child with dignity and respect.
4. Establish a positive liaison with parents and children.
5. Assume an equal share of housekeeping responsibilities with the staff.
6. Attend staff meetings and participate in training programs.
7. Support school's rules and staff members.
8. Other duties as assigned by the Coordinator or Assistant Coordinator.

### APPLICATION DEADLINE OPEN UNTIL:

Until Filled

### APPOINTMENT DATE:

Upon Board Approval

### SALARY:

\$17.29 per hour (23/24 Salary Schedule)

### BENEFITS:

Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement – Paid Holidays as per negotiated agreement.

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions OR

**You may refer application and resume to:**

Gina McLaughlin-Schurman, Director of Human Resources  
1900 West Monroe Street, Springfield, IL 62704

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