



NOTICE OF VACANCY

DATE: August 11, 2022

TITLE OF VACANCY: PI PAT Program Home Visiting Parent Educator - **One Year Only**

LOCATION: Wanless and the Springfield Community

REPORTS TO: PAT Director and PK Programs Coordinator

DAYS PER YEAR: 207

HOURS PER DAY: 8

REQUIREMENTS/QUALIFICATIONS:

1. Bachelors Degree in early childhood education or related social service field of study
2. Documented successful experience in working with children and families (Birth-3 children and families)
3. Self Starter: ability to work independently
4. Interpersonal skills: ability to communicate and relate well to others; ability to build relationships with community partners/social service agencies
5. Ability to maintain a family caseload while meeting all program requirements
6. Proficient computer skills and ability to manage online data system
7. Ability to work non-traditional hours, non traditional calendar
8. Valid Illinois driver's license and reliable transportation

PECIFIC RESPONSIBILITIES:

1. Implement the Parents As Teachers curriculum
2. Plan for and conduct home visits to an assigned caseload of families
3. Participate in recruitment efforts
4. Conduct periodic developmental screenings
5. Help plan group meetings/events for enrolled families
6. Collect data and maintain accurate records of services provided
7. Make referrals to appropriate community agencies and services
8. Help plan and facilitate events for families
9. Perform other duties as assigned

APPLICATION DEADLINE:

August 19, 2022 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$25.79 (21-22 Salary Schedule)

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

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 525-3006

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