



## NOTICE OF VACANCY

**DATE:** November 16, 2023

**TITLE OF VACANCY:** Home Visiting Parent Educator - Parents as Teachers - **One Year Only**

**LOCATION:** Wanless School and the Springfield Community

**REPORTS TO:** PAT Director and PK Programs Coordinator

**DAYS PER YEAR:** 204 (prorated for remainder of 23-24 Program year)

**HOURS PER DAY:** 8

### REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's Degree in early childhood education or related social service field of study
2. Documented successful experience in working with children and families (specifically prenatal-3 children and their 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 an online data system
7. Ability to work non-traditional hours, non traditional calendar
8. Valid Illinois driver's license and reliable transportation

### SPECIFIC 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. Plan and facilitate group events for enrolled families
6. Collect data and maintain accurate records of services provided
7. Make referrals and track progress to appropriate community resources
8. Perform other duties as assigned

### APPLICATION DEADLINE:

Until Filled

**APPOINTMENT DATE:** Upon Board Approval,

**Anticipated start date:** 1/8/24

**SALARY:** \$28.43 (23-24 Salary Schedule)

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

### 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  
3063 Fiat Avenue  
Springfield, IL 62703-5930  
217-525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**