



NOTICE OF VACANCY

DATE: September 11, 2019

TITLE OF VACANCY: Prekindergarten Teaching Assistant

LOCATION: Lee Elementary School

HOURS PER DAY: 8

DAYS PER YEAR: 180 Remainder of the School Year

REQUIREMENTS/QUALIFICATIONS:

1. **Minimum of 60 semester hours of college credits.**
2. *Must have 12 hours in Early Childhood or related or CDA (must provide official transcripts)*
3. Valid Illinois Educator Licensure with Stipulations (for paraprofessionals) or Illinois Teaching Certificate or Sub Teaching Certificate
4. Ability to relate to and enjoy working with alternative education students
5. Ability to work cooperatively and under the direction of the teacher in planning learning experiences
6. Physical and TB test

SPECIFIC RESPONSIBILITIES:

1. Assist teacher with routine classroom procedures
2. Provide clerical assistance such as duplicating and organizing materials for classroom use
3. Grade and record student work
4. Supervise students in and out of the classroom
5. Work with groups of students under supervision of teacher
6. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

September 20, 2019

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$13.27 Per Hour

(Year 1 + 60 Hours 18-19)

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, Director of Human Resources

Springfield Public Schools District 186

1900 West Monroe Street

Springfield, IL 62704

217-525-3006