



## NOTICE OF VACANCY

**DATE:** August 30, 2019

**TITLE OF VACANCY:** Prekindergarten Teaching Assistant

**LOCATION:** Ridgely 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:

Until Filled

### 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](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