



NOTICE OF VACANCY

DATE: December 20, 2024

TITLE OF VACANCY: Pre - Kindergarten Teaching Assistant

LOCATION: Early Learning Center

HOURS PER DAY: 8

DAYS PER YEAR: 180

REQUIREMENTS/QUALIFICATIONS:

1. **Minimum of 60 semester hours of college credits (must provide official transcripts)**
2. Valid Illinois Licensure with Stipulations or Illinois Teaching Certificate or 90-day sub certificate
3. Successful experience in working with preschool children preferred
4. Ability to understand and follow verbal and written directions
5. Ability to communicate and maintain good working relationships with other employees
6. Ability to perform all job-related functions
7. Valid CPR and First Aid Certification
8. Physical and TB test

SPECIFIC RESPONSIBILITIES:

1. Assist with all classroom-learning activities
2. Assist with assessment and evaluation of learning
3. Assist with the preparation of materials
4. Assist with maintaining an orderly learning environment
5. Assist with parent communication, including Parent Teacher conferences
6. Assist with maintenance of classroom portfolio and other requirements of NAEYC accredited classroom
7. Participate in Home Visits along with teacher
8. Supervise children inside and outside the classroom, including bus and field trips
9. Assist with maintenance of accurate records, as assigned by teacher
10. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$18.83 Per Hour (Year 1 + 60 Hours 2024-2025)

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 [Human Resources](#) on the District Website, click on classified vacancies and follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Avenue
Springfield, IL 62703
217-525-3006

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