DISTRICT 186
SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

DATE: September 18, 2019
TITLE OF VACANCY: Special Education Attendant (One Year Only, With Student)
LOCATION: Wilcox Elementary School **HOURS PER DAY:** 6.5
DAYS PER YEAR: 191 Remainder of the School Year (Which Includes 1 Day of CPI Training)

REQUIREMENTS/QUALIFICATIONS:

Any person who is 20 years of age or over, well-mannered, well groomed, punctual, dependable, enjoys being with children and who meets the basic requirements listed below.

1. *Must have an Educator Licensure with Stipulation or valid Illinois Teaching Licensure or 90-day sub licensure* (To obtain an Educator Licensure with Stipulations from the Regional Superintendent's Office, you must provide proof of 60 college hours.)
2. Must have high school diploma or equivalent
3. Ability to perform all job-related functions
4. Ability to understand and follow verbal or written directions
5. Ability to communicate and maintain good working relationships with other employees and general staff of the assigned school
6. Physical and TB test
7. Must take CPI course and refresher courses

PHYSICAL DEMANDS: Must pass pre-placement agility/fit for duty exam with MOHA

SPECIFIC RESPONSIBILITIES:

1. Assist teacher with the students in the classroom
2. Assist teacher with supervision of students in the lunchroom, on the playground, and when proceeding to and from the buses
3. Use copying machine with teacher supervision to make materials for the classroom
4. Assist with feeding/toileting of students requiring total care
5. Assist with lifting and positioning of non-ambulatory students
6. Assist student with self help skills
7. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:
September 26, 2019

APPOINTMENT DATE:
Upon Board Approval

SALARY: $12.84 Per Hour (18-19)
(If you have the minimum 60 college hours, the rate of pay is $1.00 more per hour), spread out over 12 months

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement. (Must be hired for minimum 20 hours per week to qualify for benefits and paid holidays)

SELECTION PROCESS: Application, Selection, Agility test, Physical as per Local 15 contract

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

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