



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

April 22, 2024

TITLE: Special Education Department Chair

LOCATION: Douglas Prep (high school) / Springfield Learning Academy

CONTRACT PERIOD: 187 Days

REPORTS TO: Director of Special Education

REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois Professional Educator's License with LBS1 secondary endorsement
2. Masters degree in Special Education or related field preferred
3. Minimum of five years successful teaching experience in special education
4. Knowledge of rules and regulations governing special education
5. Strong written and verbal communication skills
6. Ability to effectively work with administrators, teachers, and parents
7. Knowledge of instructional and academic best practices for students with disabilities
8. Knowledge of effective curricular accommodations and modifications for students with disabilities

RESPONSIBILITIES:

1. Schedule and conduct conferences in accordance with state and district guidelines
2. Maintain up-to-date information of special education students in the district's Information System
3. Establish and maintain effective communication with parents/guardians
4. Process initial case study evaluations and reevaluations within the mandated timelines
5. Maintain a high level of communication with the Special Education Department, building administration and special education staff
6. Maintain a high level of communication with building administrators concerning the discipline of special education students
7. Coordinate the implementation of state and local assessments to special education students
8. Provide support and consultation to the Building Review Team
9. Provide curricular and behavioral support to school staff
10. Clearly articulate current district special education policies and procedures to parents and district personnel
11. Perform other duties as assigned

APPLICATION DEADLINE:

May 2, 2024 at 4:00 PM

EFFECTIVE DATE:

First contractual day of the 2024-2025
District 186 187-day calendar

SALARY and BENEFITS: In accordance with current SEA negotiated agreement

HOW TO APPLY: go to <https://www.sps186.org/page/human-resources> and click on certified vacancies, 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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