

**SPRINGFIELD PUBLIC SCHOOL DISTRICT 186
1900 West Monroe – Springfield, Illinois 62704**

Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: Substitute High School Equivalency Instructor **DATE:** April 21, 2022

LOCATION OF POSITION: Lawrence Education Center

DAYS PER YEAR: 180 Days-Remainder of 2021-22 School Year One Year Only **HOURS PER DAY:** 6.5

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position.

REQUIREMENTS:

1. Valid Illinois teaching certificate preferred
2. Bachelor's Degree
3. ICCB Content Specialist preferred, or willingness to obtain
4. Experience and interest in working with educationally disadvantaged out-of-school youth
5. Demonstrated ability to teach critical-thinking and problem-solving skills
6. Demonstrated ability to use current computer technology and instructional software
7. Demonstrated ability to utilize, or willingness to attend training to learn, the ICCB approved standards-based curriculum

JOB DESCRIPTION (SPECIFIC RESPONSIBILITIES):

1. Support the mission, vision, goals and instructional focus of Lawrence Education Center
2. Ability to work in a team driven environment
3. Establish and maintain a classroom climate that is conducive to learning
4. Plan for each reading level in a multi-level classroom
5. Teach explicit reading activities in small and whole groups at appropriate reading level in order to provide engaged learning opportunities in a multi-level environment
6. Adapt teaching methods and instructional materials to meet students' varying needs
7. Write lesson plans that are clear, concise and utilize the ICCB content standards
8. Use a variety of methods to monitor student learning and assess student progress
9. Have materials and supplies available
10. Maintain accurate, complete and correct records as required
11. Communicate effectively with students and LEC staff
12. Cooperate in carrying out school district rules and regulations
13. Teach basic technology skills daily
14. Be punctual and regular in attendance
15. Assist in meeting or exceeding federal targets
16. Complete a minimum of 12 hours of professional development each fiscal year, as well as training as directed by the Principal
17. Ability to be flexible and be willing to make adjustments as needed in an ever-changing environment
18. Perform other duties as assigned

FILING DATE DEADLINE: Until Filled **EMPLOYMENT DATE:** Immediate

SALARY: \$195.00 Per Day

SELECTION PROCEDURE: Application – Interview(s) – Selection

Please refer application and resume to:

Gina McLaughlin-Schurman
Human Resources
Springfield Public Schools
1900 W. Monroe Street
Springfield, IL 62704
Telephone: 525-3006

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