

# Employee Posting Opportunity

**Date of Posting:**

**Position Title:** On Call Substitute Teacher II

**Location:** Central Office

**General Work Schedule:** As Needed

**Position Reports To:** Center Supervisor

**Position Supervises:** N/A

**Education/Credentials/Experience:**

Bachelor's degree in Early Childhood Education or related field, with previous applicable experience preferred. Must be 21 years of age. Will need to be able to provide their own transportation to and from work and throughout the day.

This position works collaboratively with the teacher assistant and cohesively as a member of their assigned center. Responsibilities include fostering active learning in the classroom indoors and outdoors using approved curriculums and assessment tools to fidelity to promote positive outcomes; collaborating with Family Advocates to build communication between home and school; collaborating with Health Advocates to support health/ dental positive outcomes; collaborating with Education/Disabilities Coordinator and Mental Health Manager to support appropriate individual child development positive outcomes and participation in all aspects of the center to support recruitment, enrollment and attendance.

Teachers are required to obtain a certification from INCCRRA based on their education.

Teachers must meet ISBE requirements for a Professional Educator License (PEL) by possessing a current license or obtain and maintain this required licensure.

**Competencies and Performance Outcomes:**

Relating Skills, Personal Flexibility, Diverse Relationships, Strategic Skills, Communication, Problem Solving, Creativity and Critical Thinking

**Pay Range (minimum to midpoint):** \$26.66 – \$31.36 Per Hour

**Benefits:** Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

**For more information, contact:** Natasha Moore – HR Assistant/Recruiter at 618-463-8909

**Instructions:**

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.
2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.