



## Jersey Community Unit District No. 100

100 Lincoln Ave. - Jerseyville, IL 62052 / Phone: 618-498-5561 / Fax: 618-498-5265

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### VACANCY NOTICE FOR SCHOOL YEAR 2019-2020

## Pre-K Educator

#### Job Summary

This position instructs preschool students age's three to five in preschool setting or a blended preschool setting. The classroom includes students with educational risk factors as well as students with special needs. The ability to form relationships with a wide variety of children and families is crucial. Differentiating instruction for a wide range of developmental needs is required. The teacher must understand children with significant needs and behaviors and how to program for them. A professional teacher maintains professional ethics and confidentiality; is open to learning from others and accepts constructive criticism; and, demonstrates knowledge, compassion and enthusiasm for working with young children with a wide range of abilities and disabilities.

#### Essential Job Functions

- Demonstrates excellent verbal and written communication skills with colleagues/students/parents/community, including parent teacher conferences
- May coordinate, write, and conduct IEP staffing using online IEP system
- Works cooperatively within a team including other teaches, paraprofessionals, therapists, parents, support staff and early childhood office staff
- Organizes all aspects of a preschool program including paperwork, ordering, assessments, conferences, curriculum, and communication
- Uses adopted curriculum to plan for, implement and supervise the preschool class in accordance with district, school and program philosophy, policies, and procedures
- Attends to the individual needs of all preschool students, including those with special needs
- Assesses children's abilities and needs including data collection, online data entry and parent reports
- Orders consumable supplies and materials appropriate for the classroom
- Supervises classroom paraprofessionals under teachers' direction
- May implement all elements of special education student's IEPs and takes ongoing data, as required, supporting growth on goals and objectives
- Collects data for preschool assessments for all students and inputs data based on provided guidelines
- Analyzes data on all students to support individual growth as well as to help drive instruction
- Participates in all required early childhood staff development trainings
- Follows all procedures for enrollment in manner outlined by Early Childhood Program
- Designs and arranges for the required amount of developmentally appropriate field trips

## Disclaimer

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## Minimum Qualifications

The professional educator MUST possess an Illinois Educator's License with Early Childhood Education, and Early Childhood Special Education Approval.

## Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at [lisa.schuenke@jersey100.org](mailto:lisa.schuenke@jersey100.org):

### Internal Candidates

- Formal letter of interest

### External Candidates

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)  
**(Educators / Coaches - Include all items below that apply)**
- Proof of Licensure in the State of Illinois as an educator (teachers, paraprofessionals)
- Unofficial transcripts (Educators Only)  
(Applicant should have official transcripts sent from the institution when requested by District)
- ASEP Certification (Coaches only)

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.

*Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Alan Churchman or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*