



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

District 207 Administration Center
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March 8, 2018

PLEASE POST THIS NOTICE IN THE MAIN OFFICE AND DEPARTMENTAL OFFICES

TO: All District 207 Professional Staff
Dr. Mike Pressler, Maine East
Dr. Ben Collins, Maine South
Dr. Audrey Haugan, Maine West
Ms. Deborah Larsen, Director of Special Education
All Department Chairpersons

FROM: Greg E. Dietz, Assistant Superintendent for General Administration

SUBJECT: **VACANCY NOTICE - TEACHER ASSISTANT – SPECIAL EDUCATION – FROST ACADEMY**

Qualifications and Job Expectations are:

- Must meet requirements for Illinois State Board of Education Paraprofessional Approval
- Bachelor's Degree preferred
- Prior experience with students on autism spectrum preferred
- Ability to work as a member of a team with excellent interpersonal and organizational skills
- Strong communication skills and experience working with adolescents and/or individuals with special needs. This particular position may include responsibilities as a one-to-one teacher aide for special needs students in order to meet their needs as designated by their IEP's.
- Ability to implement individual Behavior Intervention Plans if necessary
- Flexibility with a willingness to work in a variety of classroom environments
- Initiative and follow through on tasks assigned
- Ability to assist teachers with clerical tasks
- Willingness to perform other duties as assigned by department chair and/or teacher
- Willingness to perform personal care duties as assigned
- Driving is required. Certification to be obtained after employment

This is a 10-month position with hours from 7:30 a.m. - 3:30 p.m. The salary will range from \$18.44 - \$22.02 per hour for a 37.5 hour work week based on experience.

This vacancy is being posted inside and on the district website.

Letters of interest may be sent to Dr. Anna Hamilton, Special Education Department Chair, **on or before Monday, March 19, 2018**

Applicants for this position must also apply online at: <http://www.generalasp.com/D207/onlineapp/>

"As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant".

TA-SPED_Frost_3/8/18