

PERSONNEL VACANCY ANNOUNCEMENTS

Decatur Public School District is an Equal Opportunity Employer and has an Affirmative Action Program. Interested applicants should apply to Human Resources, 101 W. Cerro Gordo Street, Decatur, Illinois 62523. You can also find us on the web at www.dps61.org

ADMINISTRATORS:

Applicants for administrative positions should apply in writing to Human Resources, 101 W. Cerro Gordo St., Decatur IL 62523. Please include: letter of application, resume, and district application, copies of transcripts, certification, and three current letters of reference.

The following position is posted until 8:30 am, Monday, March 22, 2010:

340101 Director of Business Affairs

SALARY RANGE: \$83,863 - \$103,141

261 Days

QUALIFICATIONS:

- 1. Illinois State Certificate in Administration, with Chief School Business Official endorsement.**
- 2. Advanced training, such as represented by an MBA or CPA.**
- 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

REPORTS TO: Superintendent

SUPERVISES:

1. Director of Purchasing/Transportation
2. Director of Buildings and Grounds
3. Secretary to the Director of Business Affairs
4. Accounting Supervisor
5. Payroll Supervisor
6. Claims & Statistical Information Supervisor
7. Food Service Operations

IS A MEMBER OF:

1. District Leadership Team
2. General Cabinet
3. Combined Cabinet

MAINTAINS LIAISON WITH:

1. Board of Education
2. Assistant Superintendent
3. Director of Macon-Piatt Special Education District
4. Director of Decatur Area Technical Academy
5. Director of Human Resources
6. Director of Special Programs

7. Robertson Charter School
8. District Union Leadership
9. Parent Organizations
10. Various Civic Organizations

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Attends all Board of Education meetings, interprets the business program to the Board and to the public, and prepares reports for the Board as directed by the Superintendent.
2. Administers Board Policies, Administrative Regulations, and Board-Employee Agreements as applicable to the business operation.
3. Directs the financial, accounting, and payroll activities of the District, including preparation of various financial reports and studies.
4. Supervises all financial and accounting operations in accordance with state regulations, including all bank entries, annual closing of the books, and preparation of local and state financial reports.
5. Prepares all district claims for reimbursement.
6. Administers the district's insurance and safety program, including determination and purchase of coverage, determination of property values, administration of insurance claims, procurement, and administration of employee benefit insurance.
7. Directs and coordinates the various business and auxiliary services of the district, including maintenance, operations, purchasing, safety, transportation, and food service.
8. Prepares and has published in the newspaper the annual financial statements, as required by state law.
9. Directs and coordinates all budgetary and planning activities of the district.
10. Exercises control of the budget after adoption.
11. Purchases and sells property of the district.
12. Directs and coordinates the development of long-range plans for business and auxiliary service areas.
13. Directs and coordinates the development of systems in the business and auxiliary service areas.
14. Proposes and develops information, policies and procedures related to all facets of safety at school and in the provision of school transportation.
15. Determines and periodically reevaluates District insurance needs, coordinates procuring and maintaining in force coverage's of appropriate types and amounts.
16. Participates in and/or receives copies of all Supervisory Accident Investigations which should except in unusual cases be completed within 24 hours of the injury or incident.

17. Communicates with the District's legal counsel in areas relative to school finance, facilities, ancillary services, and life safety.
18. Attends seminars and workshops on topics relevant to and providing current information on legal liability avoidance and other risk management topics.
19. Coordinates all activities with Robertson Charter School.
20. Directs and coordinates the Employee Health Insurance Committee, preparing agendas/materials and scheduling meetings when necessary.
21. Prepares agendas, materials and schedules meetings when necessary for the Board's Finance Committee.

TERMS OF EMPLOYMENT:

Salary is based upon salary schedule established by the Board.
261 days per year

GRADE LEVEL:

19

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

The following position is posted until filled:

160201 1 1.0 Coordinator School Health Services/School Nurse

SALARY RANGE: \$55,485 - \$68,240

220 Days

QUALIFICATIONS:

1. Registered professional nurse licensed to practice in the State of Illinois with a School Nurses certificate - Illinois type 73 certificate.
2. Bachelor's Degree, Master's Degree preferred.
3. Three years of successful experience as a school nurse, preferred
4. Prior professional nursing experience in the areas of pediatric, adolescent, community or mental health nursing, or health program management preferred
5. Skills, knowledge, and abilities
 - a. Ability to exert strong leadership in the field of school health services and inspire superior performance in members of her/his staff.
 - b. Ability to use effective communication strategies (written and spoken) to interact with a variety of audiences
 - c. Ability to represent the district to internal and external stakeholders in a professional and supportive manner
 - d. Knowledge of sound public health and school health program.
 - e. Ability to make firm decisions in her/his area of responsibility and delegate responsibility to members of her/his staff.
 - f. Ability to develop and implement short and long-range school health plans and programs.
 - g. Ability to function effectively as a member of the central administrative team.
 - h. Ability to collaborate with other departments

REPORTS TO: Director of Student Services

SUPERVISES: (Directs, and evaluates the work of:)

1. School nurses
2. Secretary
3. Technicians-vision and hearing
4. School health staff

IS A MEMBER OF:

1. General Cabinet
2. Transfer Committee
3. Various job-related district committees including, but not limited to the Safety Committee and the Safe and Drug Free Task Force

MAINTAINS LIAISON WITH:

1. Parents
2. Central administration
3. Building administration
4. Community health care agencies and institutions such as, but not limited to the Macon County Health Department, the Macon County Medical Society, and the Decatur Dental Association

JOB GOAL: To provide leadership in the offering of comprehensive school health services which enhance the educational process through the removal of health barriers to learning and by promotion of an optimal level of wellness and environment safety for students and employees.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.):

1. Preparation and administration of the School Health Services budget.
2. Assists the Director of Human Resources in the selection and assignment of school nurses.
3. Administers and coordinates a comprehensive school health program including:
 - a. Student physical and dental examinations in accordance with state law.
 - b. Hearing and vision screening of pupils
 - c. Tuberculin tests of employees
 - d. Emergency care of student injury and sickness
 - e. Communicable disease control
 - f. First aid procedures.
 - g. Immunization in accordance with state law.
 - h. Referral of identified student health concerns.
 - i. Health record-keeping in accordance with state law.
 - j. Safe and healthful school environment.
 - k. Health promotion and support to employees.

1. Provides for the facilities, supplies, and equipment necessary to meet the daily health needs of students.
4. Interprets and assures compliance with all local, state, and federal school health laws, rules and regulations.
5. Submits student health reports and statistics as required by the Illinois State Board of Education, Illinois Department of Human Services, and Board of Education.
6. Serves as the Exposure Control Officer.
7. Conducts in-service training programs for school nurses and other employees.
8. Provides leadership in interpreting the health program, state law and local regulations regarding health to staff members, parents, and the community.
9. Assists other staff members in maintaining cumulative health records for all pupils.
10. Assures delivery of services to students and staff members in order to enhance health and wellness in the school community.
11. Provides supervision and consultation to LPN Assistants.
12. Participates in the development and enforcement of health-related policies and procedures in compliance with state mandates and current health practices.
13. Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.
14. Facilitates the District Wellness Policy and programs of District 61.
15. Provides school health consultation to parochial and county schools.
16. Other job related duties as assigned.

TEACHERS:

The following position is posted until 8:30 am, Monday, March 15, 2010:

360601	1	1.0	Band, Secondary	MacArthur HS / Stephen Decatur MS
360602	1	1.0	Speech Language Pathologist For the 2010-2011 School Year	Argenta-Oreana
360603	1	1.0	Speech Language Pathologist For the 2010-2011 School Year	Bement/Deland-Weldon
360604	1	1.0	Speech Language Pathologist For the 2010-2011 School Year	Enterprise Elementary
360605	1	1.0	Speech Language Pathologist For the 2010-2011 School Year	Harris Elementary
360606	1	1.0	Speech Language Pathologist For the 2010-2011 School Year	Pershing Early Learning Center
360607	1	.5	Speech Language Pathologist For the 2010-2011 School Year	Sangamon Valley
360608	1	.5	Speech Language Pathologist For the 2010-2011 School Year	Stevenson Elementary

The following positions are posted until filled:

060602	1	.5	Business	Eisenhower HS
400608	1	1.0	Certified School Nurse	Eisenhower HS
400613	1	.5	Certified School Nurse	Hope Academy
400616	1	.5	Certified School Nurse	South Shores

SCHEDULE B:

The following positions are posted until filled:

340601	1		Head Volleyball	Eisenhower HS
300601	1		Assistant Boys Soccer	Eisenhower HS
300602	1		JV Softball Coach	Eisenhower HS
290611	1		Head Volleyball	MacArthur HS
290612	1		Boys Tennis	MacArthur HS
290613	1		Girls Tennis	MacArthur HS
210610	1		8th Grade Volleyball	Hope Academy
060611	1		Assistant Volleyball	MacArthur HS
440611	1		Assistant Girls Soccer	Eisenhower HS
400626	1		Assistant Girls Soccer	MacArthur HS

SUPPORT STAFF:

The following position is posted until 8:30 am, Monday, March 15, 2010:

360301	1	Occupational Therapist, for the 2010-2011 School Year	Macon-Piatt Special Ed
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SALARY RANGE: \$44,274 - \$54,452

190 Days

QUALIFICATIONS:

1. Graduate of a degree course of study from an accredited school of occupational therapy.
2. Licensed with the Illinois Department of Professional Regulation.
3. Certified by the National Board for Certification in Occupational Therapy.
4. Ability to plan, develop, and direct a program of occupational therapy upon physician's referral, which contributes to the well-being and independence of the individual in the school setting through the use of selected education and therapeutic activities.

REPORTS TO: Special Education Administrator

JOB GOAL: To provide occupational therapy to identified students with disabilities as indicated on the IEP.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Plan, develop, and direct a program of occupational therapy as prescribed by the individual student's physician and indicated on the IEP. Evaluation and remediation of functional disorders (developmental, physical, mental, and neurological).
2. Cooperate in mutually-supported total program with other members of the professional staff.
 - a. Responsibility for the portion of the student's IEP related to occupational therapy.
 - b. Provide consultation through home programming to gain and encourage their cooperation in the educational/therapeutic program.
 - c. Provide consultative and resource services to other professional personnel.
3. Prepare and maintain pertinent professional records and reports.
4. Use assigned facilities, equipment, and supplies effectively and safely.
5. Provide for safe maintenance and supervise the minor repair of therapeutic appliances and equipment.
6. Design and participate in continuing education seminars and workshops; update skills in areas of technology and education/therapy related issues.
7. Present in-service training to other school staff and families regarding therapy related topics.
8. Consult with the medical profession, vendors, and other rehabilitation agencies regarding equipment and treatment planning.
9. Supervise assistants and PTA teaching program assistant who are involved in treatment.
10. Supervise OT and OTA interns.
11. Participate in team meetings and MID/IEP meetings.

The following position is posted until filled:

260302 1	Certified Occupational Therapist Assistant	Macon-Piatt Special Ed
SALARY RANGE: \$ 23,218 - \$28,556		176 Days

QUALIFICATIONS:

1. Graduate of a degree course of study from an accredited school of occupational therapy.
2. Licensed with the Illinois Department of Professional Regulation.
3. Certified by the National Board for Certification in Occupational Therapy.

REPORTS TO:

Principal

JOB GOAL: To provide occupational therapy to identified students with disabilities as indicated in the IEP.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. To assist in evaluation and testing of students.
2. To carry out P.T./OT treatment plans following written and/or verbal directions by therapist.

3. To assist in writing and updating goals quarterly.
4. To keep daily contact records and progress notes.
5. To assist in written quarterly progress reports.
6. To assist in therapy scheduling.
7. To keep records and files in order.
8. To assist in therapy scheduling.
9. To carry out behavior plans and monitor student behavior as directed by family/classroom.
10. To have knowledge of multi disciplinary IEP goals and objectives as well as other objectives.
11. To attend team meetings.
12. To attend annual reviews and other staffing as directed by therapist.
13. To be aware of medical information and procedures for individual students as well as general conditions.
14. To accompany and assist students in community and vocational situations as appropriate to therapy goals, on approval from therapist or building principal.
15. To assist students in physical education, music, lunch, recess, leisure, and other building activities, as appropriate to therapy goals, with therapist/building principal approval.
16. To lift, position, and physically assist students as needed by other therapy staff or classroom staff.
17. To fabricate/modify/repair equipment and material, including student wheelchair, position equipment, feeding equipment, self-help aids, ambulation equipment, etc.
18. To attend in-service training and learn about and update skills regarding new therapy techniques and technology.
19. To be willing to learn about and use signing, communication systems, computers, and electronic devices as appropriate to student goals.
20. To consult with classroom staff, support staff, family, physicians, vendor, and agencies regarding students' programs and equipment needs.
21. To assist in cleaning/maintenance of therapy room equipment and materials.
22. To supervise bus times, as scheduled by school principal.

**SUMMER BRIDGES EXTENDED LEARNING
JUNE 7 - JULY 7, 2010**

The following positions are posted until 8:30 am, Monday, March 15, 2010:

Certificated Staff:

Teachers (23 days—4 hours per day)

Job # 100	8	Pre-Kindergarten Teachers (Type 02 and/or Type 04 certification required)
Job # 101	50	Elementary Teachers (Type 03 or Type 04 certification required)

Qualifications:

1. State of Illinois Teaching Certificate at the elementary level
2. Emphasis in Reading

Terms and Conditions:

The terms and conditions of the job description and contract for summer employment have certain stipulations that are required by Summer Bridges agreement with the Illinois State Board of Education. All other provisions not listed here shall follow the current education agreement with the Decatur Education Association.

The employee selected to teach in the summer school program recognizes and agrees to abide by the conditions set forth in this job description. The employee agrees that he/she is:

- Willing to try new strategies in the classroom.
- Committed to participate in professional development prior to and during the summer school program. (Professional development is mandatory—June 1 - 3, 2010 (8:00 a.m. - 3:30 p.m.), June 4, 2010 (8:00 a.m. - 12:30 p.m.), June 23, 2010 (1:00 p.m. – 3:00 p.m.) and as needed to complete the requirement of 30 hours of professional development.
- Committed to teaching each day of Summer Bridges program (no vacations, personal days, or conference days may be taken during the scheduled Summer Bridges program.)
- Available and committed to prepare the classroom to ensure engaged learning

Reports to: Director of Special Programs, Summer School Coordinator, and Site Administrator

Performance Responsibilities:

1. Actively participate in a minimum of 30 hours of Professional Development as scheduled.
2. Conduct pre-and post-assessment using an approved reading inventory for all students assigned during the designated time periods
3. Submit student assessment results (pre- and post-) to the coordinator within two (2) days after the designated time periods
4. Provide 90 hours of high quality instruction to the students
5. Attend and adhere to the learning schedule and curriculum, instructional strategies, and materials provided
6. Prepare the assigned classroom to encourage engaged and cooperative learning, including establishment of learning stations/centers
7. Prepare in collaboration with the students assigned, a set of classroom rules, which will be adhered to in addition to the site rules
8. Utilize instructional planning time to prepare daily lesson plans that actively engage students through the use of literacy centers
9. Participate in all program evaluations
10. Communicate regularly with parents throughout the summer school program, including the monitoring of student attendance; plan and participate in Open House
11. Perform all other duties necessary to his/her site and such other duties as may be assigned

Failure to fulfill these duties and responsibilities may result in dismissal from the program.

In the event that a minimum class size of twelve (12) students is not maintained, the teacher is subject to a transfer to another grade level, building or release from the summer school teaching contract. The teacher will be paid for each day of service prior to the release day.

Applicants beyond 02/22/2010 may or may not be considered depending upon overall applicant pool. Applications are available in the Human Resources Department or from your building administrator.

**MIDDLE SCHOOL SUMMER SCHOOL
JUNE 7-JULY 7, 2010**

The following positions are posted until 8:30 am, Monday, March 15, 2010:

Certificated Staff:

Teachers (23 days—4 hours per day)

Job # 110	6	1.0	Language Arts/Reading Teachers
Job # 111	6	1.0	Math Teachers

Qualifications:

1. State of Illinois Teaching Certificate at K-6 or 6-12 level
2. Emphasis on Reading or Math

Terms and Conditions:

- The terms and conditions of the job description and contract for summer employment shall follow the current education agreement with the Decatur Education Association. The employee selected to teach in this Summer School Program recognizes and agrees to abide by the conditions set forth in this job description. (Professional development is mandatory—June 1 - 3, 2010 (8:00 a.m. - 3:30 p.m.), June 4, 2010 (8:00 a.m. - 12:30 p.m.), June 23, 2010 (1:00 p.m. – 3:00 p.m.) and as needed to complete the requirement of 30 hours of professional development.

The employee agrees that he/she is:

- Willing to try new strategies in the classroom and continuously motivate students to learn.
- Committed to participating in professional development prior to and during the program.
- Committed to teaching each day of Summer School program (no vacations, personal days, or conference days may be taken during the scheduled Summer School program)
- Available and committed to prepare the classroom to ensure engaged learning.

Reports to: Director of Special Programs, Summer School Coordinator, and Site Administrator

Performance Responsibilities:

1. Actively participate in a minimum of 30 hours of Professional Development as scheduled
2. Conduct pre-and post-assessment using an approved reading inventory for all students assigned during the designated time periods
3. Submit student assessment results (pre and post) to the coordinator within two (2) days after the designated time periods
4. Provide 90 hours of high quality instruction to the students

5. Attend and adhere to the learning schedule and curriculum, instructional strategies, and materials provided
6. Prepare the assigned classroom to encourage engaged and cooperative learning, including establishing learning stations/centers
7. Prepare in collaboration with the students assigned, a set of classroom rules, which will be adhered to in addition to the site rules
8. Participate in all program evaluations
9. Be actively involved in the learning and teaching process
10. Perform all other duties necessary to his/her office and such other duties as may be assigned
11. Communicate regularly with parents throughout the summer school program and plan/participate in Open House
12. Utilize instructional planning time to prepare daily lesson plans that actively engage students

Failure to fulfill these duties and responsibilities may result in dismissal from the program.

In the event that a minimum class size of twelve (12) students is not maintained, the teacher is subject to a transfer to another grade level, building or release from the summer school teaching contract.

The teacher will be paid for each day of service prior to the release day.

SUMMER SCHOOL

June 7 - July 7, 2010

The following positions are posted until 8:30 am, Monday, March 15, 2010:

Teaching Assistants (23 days—5 hours per day)

Job # 400	2	Unassigned Teaching Assistants	Summer Bridges Pre-K
Job # 401	8	Unassigned Teaching Assistants	Summer Bridges K-6
Job # 402	1	ESL Teaching Assistant- Bridges	(Able to speak Spanish fluently)
Job # 403	1	SED Teaching Assistant-Bridges	
Job # 404	4	Unassigned Teaching Assistants	Middle School Summer School

Qualifications:

Minimum of 60 hours of College Credit or passed ParaPro Test

Terms and Conditions:

The terms and conditions of the job description and contract for summer employment shall follow the current education agreement with Decatur Teachers Assistants' Contract; Summer Bridges Assistants must participate in the Summer Bridges Professional Development according to ISBE guidelines. (Professional development is mandatory—June 1 - 3, 2010 (8:00 a.m. - 3:30 p.m.), June 4, 2010 (8:00 a.m. - 12:30 p.m.), June 23, 2010 (1:00 p.m. – 3:00 p.m.) and as needed to complete the requirement of 30 hours of professional development.

The employee selected to assist in the program recognizes and agrees to abide by the conditions set forth in this job description. The employee agrees that he/she will:

Fulfill the responsibilities and roles described in the job description

Participate in the professional development prior to and during summer school

Commit to working all days of summer school.

Reports to: Director of Special Programs, Summer School Coordinator, Site Administrator, Teacher

Performance Responsibilities:

1. Work individually or with small groups of students as directed by the teacher or Site Administrator
2. Help prepare materials to create and sustain a positive classroom and school environment for children
3. Prepare bulletin boards or other visual aides to enhance teaching and learning
4. Assist with data collection, record keeping and reporting
5. Assist teachers and/or coordinator with communication efforts
6. Help others monitor student achievement and instructional needs
7. Help monitor student attendance
8. Reinforce classroom rules and school policies
9. Support classroom efforts by preparing resources
10. Supervise students as needed (e.g., to the restroom, breakfast)
11. Attend to specific student needs as directed by teachers and principal
12. Reinforce positive and personal social habits for students
13. Perform other duties as requested by teachers or principal
14. Demonstrate positive interpersonal interaction with students and adults
15. Assist in loading and off-loading of the students from the buses
16. Assist in the breakfast and lunch feeding program
17. Perform all other duties necessary to his/her office and such other duties as may be assigned
18. Some positions may require toileting, lifting, etc...

403 SED Assistant *(in addition to the above responsibilities)*

1. Willing and able to perform CPI techniques, including physical restraint
2. Collect behavioral and/or academic data under the supervision of a teacher
3. Implement intervention programs
4. Monitor academic and behavioral progress through data collection
5. Work with individual and small groups of students
6. Adapt classroom materials under a teacher's supervision

Applicants beyond 02/22/2010 may or may not be considered depending upon overall applicant pool. Applications are available in the Human Resources Department or from your building administrator.

SUMMER SCHOOL OFFICE PERSONNEL

SUMMER BRIDGES (PREK - 6) AND MIDDLE SCHOOL JUNE 4 - JULY 7, 2010

HIGH SCHOOL JUNE 1 – AUGUST 3, 2010

Office Personnel

The following positions are posted until 8:30 am, Monday, March 15, 2010:

Job # 500	4	Summer Bridges Secretaries	June 4 - July 7, 2010
Job # 501	2	Middle School Summer School Secretaries	June 4 - July 7, 2010
		<i>(*Hours of June 4, 2010 will be 8:30 a.m. - 12:30 p.m. only)</i>	
Job # 502	1	High School Summer School Secretary	June 1 – August 3 (5 hours per day)

Qualifications:

1. High School Diploma or equivalent
2. Accurate typing, filing, bookkeeping and computer skills
3. Ability to maintain confidentiality
4. Excellent public relations and telephone skills
5. Ability to work semi-independently, recognize priorities in work load, and shift from job-to-job as needed

Job Goal:

To maintain accurate and current records

Reports to:

Director of Special Programs, Summer School Coordinator, Site Administrator

Performance Responsibilities:

1. Must attend required trainings including April 7, 2010
2. Process attendance for site administrators.
3. Call for absence verification.
4. Create documents to assist site administrators.
5. Maintain various documents necessary for management and reporting purposes.
6. Process phone calls from parents and other sources.
7. Complete payroll requirements
8. Assist with transportation verification needs and requirements.
9. Assist with verifications necessary for the summer food program.
10. Other duties as assigned.

Failure to fulfill these duties and responsibilities may result in dismissal from the program

Applicants beyond 02/22/2010 may or may not be considered depending upon overall applicant pool. Applications are available in the Human Resources Department.

SUMMER BRIDGES

June 7 - July 7, 2010

School Nurse

Applicants beyond 02/22/2010 may or may not be considered depending upon overall applicant pool.

The following position is posted until 8:30 am, Monday, March 15, 2010:

Job # 600 1 School Nurse June 7 - July 7, 2010 (23 days-4 hours per day)

Qualifications:

1. Certified School Nurse (IL type 73 certificate)
2. Prior experience in school nursing preferred

Job Goals:

1. To provide students with health care and treatment as necessary to attend and achieve in summer school.
2. To provide summer school staff with professional health consultation, assistance and support.

Reports to: Director of Special Programs, Summer School Coordinator, Site Administrator

Performance Responsibilities:

1. Visit summer school sites regularly each week per schedule
2. Establish medication practices as needed, per SHD Guidelines
3. Establish treatment practices as needed, per SHD Guidelines
4. Provide student health assessment as needed
5. Provide prompt medical attention to injuries and illnesses, as possible
6. Communicate with parents and community agencies as needed
7. Be available for consultation per cell phone during summer school hours
8. Replenish summer school first aid supplies as needed
9. Update nurse's office materials and supplies as requested
10. Enforce all SHD Guidelines
11. Provide weekly report of activities to Health Coordinator

Failure to fulfill these duties and responsibilities may result in dismissal from the program.

**Kindergarten Camp
July 12 – July 30, 2010**

The following positions will not be filled before 3/8/2010.

Applications are available in the Human Resources Department.

The following positions are posted until 8:30 am, Monday, March 15, 2010:

Certificated Staff:

**4 Elementary Teachers – Kindergarten Camp (03 or 04 certification required)
(July 12 – July 30, 2010, 15 days, 4 hours per day at Scovill Zoo & Rock Springs Center)**

Qualifications:

1. State of Illinois Teaching Certificate at the elementary level
2. Emphasis in Reading

Terms and Conditions:

The terms and conditions of the job description and contract for summer employment have certain stipulations that are required by grant funding with the Illinois State Board of Education. All other provisions not listed here shall follow the current education agreement with the Decatur Education Association. The employee selected to teach in the summer school program recognizes and agrees to abide by the conditions set forth in this job description. The employee agrees that he/she is:

- Willing to try new strategies in the classroom.
- Committed to teaching each day of the Summer program (no vacations, personal days, or conference days may be taken during the scheduled program.)

- Available and committed to prepare the classroom to ensure engaged learning

Reports to: Director of Special Programs, Summer School Coordinator, and Site Administrator

Performance Responsibilities:

1. Attend and adhere to the learning schedule and curriculum, instructional strategies, and materials provided
2. Prepare the assigned classroom to encourage engaged and cooperative learning, including establishment of learning stations/centers
3. Prepare in collaboration with the students assigned, a set of classroom rules, which will be adhered to in addition to the site rules
4. Utilize instructional planning time to prepare daily lesson plans that actively engage students through the use of literacy centers
5. Participate in all program evaluations
6. Communicate regularly with parents throughout the summer school program
7. Train other staff members on effective reading and math strategies
8. Assist as needed in organizational duties required for the sites to be functional such as bus Duty
9. Performs all other duties necessary to his/her site and such other duties as may be assigned

Failure to fulfill these duties and responsibilities may result in dismissal from the program. The teacher will be paid for each day of service prior to the release day.

EMPLOYMENT OPPORTUNITY

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the following classification:

POLICE PATROL OFFICER

Salary Range (effective 5/1/2010): \$49,096 – Maximum Salary: \$64,496

Applications are available on our website at www.decaturil.gov or at the Human Resources Division, Department of Management Services, Second Floor, Decatur Civic Center, #1 Gary K. Anderson Plaza, Decatur, Illinois 62523, and must be returned or postmarked by

Wednesday, March 31, 2010.