

Welcome

This is the Human Resources Personnel Vacancy Announcements for Decatur Public Schools. We post positions Monday of each week. For your convenience the positions are listed by categories. If you are interested in applying for any of our positions, you may do so, by going to www.dps61.org/hr.

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

ADMINISTRATIVE POSITION(S)

Applicants for administrative positions should apply on line at www.dps61.org/hr. Please attach a letter of interest, resume, copies of transcripts, certification, and three current (not older than 1 year) letters of reference to your online application

Certified Position(s)

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women

Classified Position(s)

- Teaching Assistants

To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

- Office Personnel

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

Custodial and Maintenance

- Custodial

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

- Maintenance

To help maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

ADMINISTRATORS:

**The following position is posted until 8:30 am, Tuesday, June 1, 2010:
340101 Director of Business Affairs**

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

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

*For a full Job Description, see [Attachment A](#)

**The following position is posted until 8:30 am, Tuesday, June 1, 2010:
430201 1 1.0 Elementary Principals (2010-2011 School Year)**

Using leadership, supervisory, and administrative skills so as to promote the educational development of each student.

SALARY RANGE: \$64,412 - \$79,219 220 Days

QUALIFICATIONS:

1. Master's Degree with training in administration, supervision, and elementary curriculum development.
2. Illinois State Certificate with supervisory or administrative endorsements.
3. Experience:
 - a. Five years or more of successful teaching, support, administrative, or supervisory experience.
 - b. Ability to make firm decisions in the areas of responsibility and delegate responsibility to members of the staff.
 - c. Knowledge of sound elementary school educational programs.
 - d. Ability to create, develop, and implement new educational plans and programs at the elementary school level.
 - e. Ability to function effectively as a member of the district's administrative team.
 - f. Ability and disposition to work effectively and cooperatively with pupils, parents, school personnel, and community members.
 - g. Ability to communicate effectively in speech and writing.

REPORTS TO: Assistant Superintendent

*For a full Job Description, see [Attachment B](#)

The following position is posted until filled:

160201 1 1.0 Coordinator School Health Services/School Nurse

PURPOSE: 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.

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 to perform the job.

REPORTS TO: Director of Student Services

*for a full Job Description, see [Attachment C](#)

TEACHING POSITIONS:

The following positions are posted until Monday, May 3, 2010:

Job #	Needed	FTE	Position Title	Location
430601	2	1.0	Language Arts	Eisenhower
430602	1	1.0	Foreign Language, French	Eisenhower
430603	1	1.0	Social Studies	Eisenhower
430604	1	1.0	Guidance Counselor	Eisenhower
430605	2	1.0	English	MacArthur
430606	1	.5	Spanish	MacArthur
430607	4	1.0	Science	Thomas Jefferson Middle School
430608	4	1.0	Science	Stephen Decatur Middle School
430609	1	1.0	Librarian	Stephen Decatur/Thomas Jefferson Middle Schools
430610	1	1.0	Montessori, Grades 7 & 8	Garfield Montessori

The following positions are posted until filled:

Job #	Needed	FTE	Position Title	Location
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
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:

Job #	Needed	FTE	Position Title	Location
420610	1		Dance Team Coach	Eisenhower HS
370610	1		Assistant Football	MacArthur HS
370611	1		Assistant Softball	MacArthur HS
340601	1		Head Volleyball	Eisenhower HS
300601	1		Assistant Boys Soccer	Eisenhower HS
290611	1		Head Volleyball	MacArthur HS
290613	1		Girls Tennis	MacArthur HS
210610	1		8th Grade Volleyball	Hope Academy
060611	1		Assistant Volleyball	MacArthur HS

SUPPORT STAFF:

The following position is posted until filled:

360301	1	Occupational Therapist, for the 2010-2011 School Year	Macon-Piatt Special Ed
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PURPOSE: To provide occupational therapy to identified students with disabilities as indicated on the IEP.

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

*for a full Job Description, see [Attachment D](#)

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

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

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

OFFICE PERSONNEL:

The following position will be posted until 8:30 am, Monday, May 3, 2010:

330401 1	Secretary, Part-time , 2 hours per day, 5 days a week, 8:45am to 10:45am Computer-Word and Excel experience and reception experience preferred (for the remainder of the 2009-2010 school year).	Franklin Elementary
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CUSTODIANS:

The following positions are posted until Monday, May 3, 2010:

431801 1 1.0	Head Custodian , Day Shift, this position will be filled on July 1, 2010.	Thomas Jefferson Middle School
431802 1 1.0	2nd Shift Custodian , this position will be filled on July 1, 2010.	Stephen Decatur Middle School

Attachment A

340101 Director of Business Affairs

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

261 Days

QUALIFICATIONS:

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

REPORTS TO: Superintendent of Schools

SUPERVISES:

- Director of Purchasing/Transportation
- Director of Buildings and Grounds
- Secretary to the Director of Business Affairs
- Accounting Supervisor
- Payroll Supervisor
- Claims & Statistical Information Supervisor
- Food Service Operations

IS A MEMBER OF:

- District Leadership Team
- General Cabinet
- Combined Cabinet

MAINTAINS LIAISON WITH:

- Board of Education
- Assistant Superintendent
- Director of Macon-Piatt Special Education District
- Director of Decatur Area Technical Academy
- Director of Human Resources
- Director of Special Programs
- Robertson Charter School
- District Union Leadership
- Parent Organizations
- 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.)

- 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.
- Administers Board Policies, Administrative Regulations, and Board-Employee Agreements as applicable to the business operation.
- Directs the financial, accounting, and payroll activities of the District, including preparation of various financial reports and studies.

- 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.
- Prepares all district claims for reimbursement.
- 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.
- Directs and coordinates the various business and auxiliary services of the district, including maintenance, operations, purchasing, safety, transportation, and food service.
- Prepares and has published in the newspaper the annual financial statements, as required by state law.
- Directs and coordinates all budgetary and planning activities of the district.
- Exercises control of the budget after adoption.
- Purchases and sells property of the district.
- Directs and coordinates the development of long-range plans for business and auxiliary service areas.
- Directs and coordinates the development of systems in the business and auxiliary service areas.
- Proposes and develops information, policies and procedures related to all facets of safety at school and in the provision of school transportation.
- Determines and periodically reevaluates District insurance needs, coordinates procuring and maintaining in force coverage's of appropriate types and amounts.
- 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.
- Communicates with the District's legal counsel in areas relative to school finance, facilities, ancillary services, and life safety.
- Attends seminars and workshops on topics relevant to and providing current information on legal liability avoidance and other risk management topics.
- Coordinates all activities with Robertson Charter School.
- Directs and coordinates the Employee Health Insurance Committee, preparing agendas/materials and scheduling meetings when necessary.
- 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.

Attachment B

430201 1 1.0 Elementary Principals (2010-2011 School Year)

SALARY RANGE: \$64,412 - \$79,219

220 Days

QUALIFICATIONS:

- Master's Degree with training in administration, supervision, and elementary curriculum development.
- Illinois State Certificate with supervisory or administrative endorsements.
- Experience:
 - Five years or more of successful teaching, support, administrative, or supervisory experience.
 - Ability to make firm decisions in the areas of responsibility and delegate responsibility to members of the staff.
 - Knowledge of sound elementary school educational programs.
 - Ability to create, develop, and implement new educational plans and programs at the elementary school level.
 - Ability to function effectively as a member of the district's administrative team.
 - Ability and disposition to work effectively and cooperatively with pupils, parents, school personnel, and community members.
 - Ability to communicate effectively in speech and writing.

REPORTS TO: Assistant Superintendent

SUPERVISES:

(Directs and evaluates the work of:)

- Classroom teachers
- Secretaries
- Custodians
- Teacher Assistants
- Playground and bus supervisors
- Support staff

IS A MEMBER OF:

- General Cabinet
- Elementary Cabinet
- May serve on various task forces and communities as assigned.

MAINTAINS LIAISON WITH:

- All members of central administration
- All members of general cabinet

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

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

- Administers Board Policies, administrative Regulations, and Board- Employee Agreements at the school level.

- Provide educational leadership to the staff.
- Plan and administer, in cooperation with the staff and with the approval of the Assistant Superintendent, the instructional program for the schools.
- Maintain a healthy educational climate with good conduct and attendance of students.
- Keeps up with current developments, research, and literature in the field of elementary education.
- Conduct in-depth evaluations of the instructional program and make recommendations for its improvement in cooperation with the staff, the Director of Research, and Assistant Superintendent.
- Safety and well-being of students and staff, conduct fire drills, disaster drills, lunchroom and playground supervision, and guidance of students.
- Supervision, classification, evaluation, and guidance of students.
- Makes recommendations, together with the Assistant Superintendent, for the employment, promotion and dismissal of elementary teachers and aids.
- Assist teachers in the improvement of their teaching techniques through use of visitations, evaluation instruments, and in-service training.
- Encourage staff to full utilization of community resources for enrichment of the educational program.
- Conduct staff meetings as required for the proper functioning of the school.
- Encourage parents to volunteer their services and work cooperatively with the school.
- Maintain good school-community relations, outline and interpret the school program to students and parents.
- Formulate and administer the budget in cooperation with the staff and Assistant Superintendent.
- Preparation of federal, state, and local reports as required.
- Requisition books, equipment, and supplies necessary for the school operation.
- Control of all monies collected in the building.
- Make recommendations regarding immediate and long-range building needs.
- Adopts procedures for school personnel to report dangerous practices, accidents and unsafe conditions to the school office as they become know, and communicates these procedures to appropriate personnel.
- Institutes a program of regular inspection of buildings, grounds, facilities, and equipment to uncover hazards and dangerous conditions.
- Takes steps to promptly eliminate, repair or correct defects or deterioration of, removes obstructions from, and cleans the school building and grounds.
- Trains personnel to be safety conscious.
- Develops reasonable regulations for pupil traffic in corridors, on stairways and elsewhere on school premises.
- Provides adequate supervision for field trips and other educational activities away from the school.
- Provides adequate supervision to play areas and other areas in the school and on school grounds where pupils congregate during school hours.

Attachment C

160201 1 1.0 Coordinator School Health Services/School Nurse

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

220 Days

QUALIFICATIONS:

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

REPORTS TO: Director of Student Services

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

- School nurses
- Secretary
- Technicians-vision and hearing
- School health staff

IS A MEMBER OF:

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

MAINTAINS LIAISON WITH:

- Parents
- Central administration
- Building administration
- 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.):

- Preparation and administration of the School Health Services budget.
- Assists the Director of Human Resources in the selection and assignment of school nurses.
- Administers and coordinates a comprehensive school health program including:
 - Student physical and dental examinations in accordance with state law.
 - Hearing and vision screening of pupils
 - Tuberculin tests of employees
 - Emergency care of student injury and sickness
 - Communicable disease control
 - First aid procedures.
 - Immunization in accordance with state law.
 - Referral of identified student health concerns.
 - Health record-keeping in accordance with state law.
 - Safe and healthful school environment.
 - Health promotion and support to employees.
 - Provides for the facilities, supplies, and equipment necessary to meet the daily health needs of students.
- Interprets and assures compliance with all local, state, and federal school health laws, rules and regulations.
- Submits student health reports and statistics as required by the Illinois State Board of Education, Illinois Department of Human Services, and Board of Education.
- Serves as the Exposure Control Officer.
- Conducts in-service training programs for school nurses and other employees.
- Provides leadership in interpreting the health program, state law and local regulations regarding health to staff members, parents, and the community.
- Assists other staff members in maintaining cumulative health records for all pupils.
- Assures delivery of services to students and staff members in order to enhance health and wellness in the school community
- Provides supervision and consultation to LPN Assistants.
- Participates in the development and enforcement of health-related policies and procedures in compliance with state mandates and current health practices.
- Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.
- Facilitates the District Wellness Policy and programs of District 61.
- Provides school health consultation to parochial and county schools.
- Other job related duties as assigned.

Attachment D

The following position is posted until filled:

360301 1 Occupational Therapist, for the 2010-2011 School Year Macon-Piatt Special Ed

SALARY RANGE: \$44,274 - \$54,452

190 Days

QUALIFICATIONS:

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

- 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).
- Cooperate in mutually-supported total program with other members of the professional staff.
 - Responsibility for the portion of the student's IEP related to occupational therapy.
 - Provide consultation through home programming to gain and encourage their cooperation in the educational/therapeutic program.
 - Provide consultative and resource services to other professional personnel.
- Prepare and maintain pertinent professional records and reports.
- Use assigned facilities, equipment, and supplies effectively and safely.
- Provide for safe maintenance and supervise the minor repair of therapeutic appliances and equipment.
- Design and participate in continuing education seminars and workshops; update skills in areas of technology and education/therapy related issues.
- Present in-service training to other school staff and families regarding therapy related topics.
- Consult with the medical profession, vendors, and other rehabilitation agencies regarding equipment and treatment planning.
- Supervise assistants and PTA teaching program assistant who are involved in treatment.
- Supervise OT and OTA interns.
- Participate in team meetings and MID/IEP meetings