



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

District 207 Administration Center
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June 12, 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 for Special Education
All Department Chairpersons

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

SUBJECT: **VACANCY NOTICE – ENGLISH TEACHER ASSISTANT - MAINE WEST– 2018-2019**

Qualifications and Job Expectations are:

- Must meet requirements for Illinois State Board of Education Paraprofessional Approval
- Valid Illinois teaching certificate in high school English preferred
- Prior teaching or tutoring experience required
- Ability to work as a member of a team/PLT
- Possess and demonstrate excellent interpersonal and organizational skills
- Strong communication skills and experience working with adolescents with reading and writing deficiencies
- Strong content knowledge of English is preferred.
- Willingness to contact teachers and parents to help students stay up to date with homework and projects
- Experience with Google Apps for Education tools and Chromebooks required
- Ability to supervise students and keep them focused on the task at hand
- Willingness to perform other duties as assigned by the English Department Chair.

This is a 10-month position with hours from 7:30 a.m. – 3:30 p.m. The salary will range from \$18.78 - \$22.43 per hour for a 37.5 hour work week. Starting salary will be determined based on previous teaching or teacher assistant experience.

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

Letters of interest may be sent to Dr. Tim Pappageorge, English Department Chair at Maine West High School, **on or before Friday, July 20, 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”

English TA West 6/27/18