



Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois

Monte Newlin, Regional Superintendent of Schools
Corrie Ray, Assistant Regional Superintendent of Schools

Notice of Vacancy

Full-Time Teacher-Aides

ROE 12's ASSIST Program in Willow Hill has vacancies for full-time Teacher-Aides who will work with Program students in Grades 6-12. Successful candidates must have a current Illinois Educator License with Stipulations (ELS) with the ability to assist students through supervision and instruction. Learn more about ASSIST on their webpage at <https://www.roe12.org/regional-services/alternative-ed-safe-school/>

Pay:

- \$13.00/Hour

Benefits Include:

- Employer-share of IMRF paid
- Section 125 Plan offered
- 403(b) Plan offered
- ROE pays for \$10,000 life insurance policy
- ROE pays \$500 per month towards individual health insurance premium with 2 different plans offered
- Vision & Dental insurance available through payroll deduction

To apply, send the following materials:

- Completed ROE 12 Application for Employment
https://www.roe12.org/wp-content/uploads/2022/02/ROE_20_2312_20Application_20for_20Employment_20_28Form_20Ver_202_29.pdf
- Cover Letter
- Resume
- Copy of ELS (printed out from ELIS)
- Copy of College/University Transcripts
- Three Letters of Reference

Mail completed applications to:

Roy Clapp, Program Director/Principal ASSIST Programs
213 Cumberland Street
P.O. Box 77
Willow Hill, Illinois 62480

Regional Office of Education #12 is an Equal Opportunity Employer. Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, religion, national origin, disability, gender, sexual orientation, age, or participation or membership in a labor organization, except as permitted by law.

Clay County
Clay County Courthouse
111 East Chestnut Street
P.O. Box 97
Louisville, Illinois 62858
618.665.3373
Fax 618.665.3155

Crawford County
Regions Bank Building
300 West Main Street
Lower Level, Suite 307
Robinson, Illinois 62454
618.544.2719
Fax 618.546.1556

Jasper County
County Office Building
204 West Washington
Suite 3
Newton, Illinois 62448
618.783.2523
Fax 618.783.4237

Lawrence County
Lawrence County
Courthouse
1100 State Street
Lawrenceville, IL 62439
618.943.3522
Fax 618.943.2513

Richland County
Richland County Courthouse
103 West Main Street
Third Floor
Olney, Illinois 62450
618.392.4631
Fax 618.392.3993