



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 Pre-K Aides (2 Positions)

Storybook Pre-K in Robinson, ROE 12 Pre-K Program at Parkside Elementary in Lawrenceville

Successful candidates will assist the Preschool For All teacher in developing and implementing a developmentally-appropriate preschool program for young children. They will work collaboratively with Preschool For All Staff and community partners to provide children and families with an inclusive, engaging, and inviting learning environment. Staff will assist with planning and implementing classroom activities, supervise children inside and outside, including, but not limited to bus duty, recess, field trips/family fun nights, and classroom activities. Teacher's Aides also assist with developmental screenings, regular observations and the collection of assessment information for lesson planning, and progress reports, as well as maintain accurate professional records, assist in effective communication with parents, and help plan and implement monthly family fun nights, and perform any other duties which follows the Illinois State Board Education Preschool For All Grant grant requirements.

Salary:

- \$13.25/Hr

Qualifications:

Successful candidate will possess an active Illinois Professional Educator License (PEL) OR Educator License with Stipulations (ELS-Paraprofessional); a commitment to supporting at risk families; cultural and linguistic competency appropriate to service area; and the ability to lift/move 25 lbs or more.

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:

Julie Redman, Early Childhood Director
Regional Office of Education #12
300 West Main Street
Suite 307
Robinson, Illinois 62454

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