



Following is a current list of vacancies in
Jersey Community Unit School District No. 100

Posted February 3, 2023

I. CERTIFIED

For the 2022-23 school year:

- **Special Education Alternative School Educator/Social Emotional – *Internal and External***

For the 2023-24 school year:

- **Library/Media Information Specialist / JCMS – *Internal and External*** ***Deadline: February 10, 2023***
- **Elementary Educator – *Internal and External*** ***Deadline: February 10, 2023***
- **Middle School Educator – *Internal and External*** ***Deadline: February 10, 2023***
- **Principal / Alternative School – *Internal and External***
- **Dean of Students – *Internal and External***

II. CLASSIFIED

For the 2022-23 school year:

- **Custodian – *Internal and External*** ***Deadline: February 10, 2023***
- **Assistant District Technician – *Internal and External***

For the 2023-24 school year:

- **Paraprofessional – *Internal and External*** ***(Multiple positions available in multiple areas.)*** ***Deadline: February 10, 2023***
- **Secretary-Guidance Registrar / JCHS – *Internal and External***

III. OTHER

For the 2022-23 school year:

- **Social Worker – *Internal and External***
- **Substance Use Prevention Services Assistant – *Internal and External***

For the 2023-24 school year:

- **Occupational Therapist – *Internal and External*** ***Deadline: February 13, 2023***
- **Occupational Therapist Assistant – *Internal and External*** ***Deadline: February 13, 2023***
- **Physical Therapist – *Internal and External*** ***Deadline: February 13, 2023***

IV. ASSIGNMENTS

For the 2022-23 school year:

- **Assistant Baseball Coach / JCHS – Internal Only**

For the 2023-24 school year:

- **Head Boys Basketball Coach / JCHS – Internal and External**
- **Head Volleyball Coach / JCHS – Internal and External**
- **Assistant Football Coach / JCHS – Internal and External**

Descriptions For Positions Listed Above Are Attached

Application Procedures For All Positions Listed Above:

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at lisa.schuenke@jersey100.org :

Internal Candidates

- Formal letter of interest

External Candidates

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (*Not applicable for long-term subs*)

(Educators / Coaches - Include all items below that apply)

- Proof of Licensure in the State of Illinois as an educator (*teachers, paraprofessionals*)
- Unofficial transcripts (*Educators and Paraprofessionals Only*)
(Applicant should have official transcripts sent from the institution when requested by District)
- ASEP Certification (*Coaches only*)

V. SUBSTITUTES

- **Teachers:** <http://www.isbe.net/Pages/Educator-Licensure-Application.aspx>
- **Paraprofessionals:** <http://www.isbe.net/Pages/Educator-Licensure-Application.aspx>
- **Nurses:** Current Illinois Registered Nursing License *or* Licensed Practical Nurse, CPR Certified
- **Custodians:** Performs routine and comprehensive custodial maintenance of assigned facilities as directed by head custodian or building principal. Previous custodial experience preferred.
- **Bus Drivers:** Be at least 21 years old, have a clean driving record, be able to obtain a CDL License to include two endorsements: School bus and Passenger; complete an initial school bus training and certificate course through the Regional Office of Education (8 hour course); and pass a school bus driving test.

Application Procedures

Candidates interested in any substitute position are invited to submit a letter of interest to Lisa Schuenke, Director of Finance and Human Resources at lisa.schuenke@jersey100.org. All candidates will be required to provide a background check.

Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. A State/FBI fingerprint/background check will be required of all candidates who are hired.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.