

**BELLEVILLE AREA SPECIAL SERVICES COOPERATIVE
2411 PATHWAYS CROSSING
BELLEVILLE, IL 62221**

ANTICIPATED PERSONNEL VACANCY

FY 2025-2026

February 18, 2025

**POSITION DESCRIPTION
JOB TITLE
Assistant Autism Program Coordinator**

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| <u>Location:</u> | Belleville Area Special Services Cooperative BASSC Autism Program |
| <u>Qualifications Required:</u> | Illinois Type 75 PEL with General Administrative or Principal Endorsement Previous successful experience in the field of special education Must possess the ability to multi-task and prioritize accordingly Must be highly dependable with excellent communication and interpersonal skills Such alternatives to the above qualifications as the Executive Board may find appropriate and acceptable. |
| <u>Primary Function:</u> | This position will be assigned to the BASSC Autism Program. Applicants are encouraged to apply if they have experience with students on the Autism Spectrum and/or with students displaying emotional, behavioral and developmental challenges. |
| <u>Length of Contract:</u> | A contract length of one year is anticipated, number of contract days will be discussed with the final candidate. |
| <u>Salary and Benefits:</u> | To be determined by the BASSC Executive Board and discussed with the final candidate. See next page for detail of salary and benefits. |
| <u>Contingent Upon:</u> | Board Approval |
| <u>Closing Date for Application:</u> | Remains Open until Position Filled. This position is currently “anticipated” and formal hiring will occur once the vacancy is confirmed. |

Submit Resume or Letter of Application to:

Brenda Lickenbrock, Executive Secretary
2411 Pathways Crossing, Belleville, IL 62221
(618) 355-4787; (618) 355-4425 (fax)
Brenda.Lickenbrock@bassc-sped.org
or complete an on-line application with the St. Clair County Application Consortium.

The Belleville Area Special Services Cooperative offers employment without regard to race, color, creed or religion, age, sex, national origin, or disability. The BASSC Title IX Coordinator is Dr. Jeff Daugherty, 2411 Pathways Crossing, Belleville, IL 62221.

Assistant Autism Program Coordinator Benefits and Information

Work Days and Salary

- Base salary approximately \$75,000
- District paid pension (TRS) contribution in addition to salary
- Length of work year: 205 days

Contractual Benefits

- 14 sick leave and 3.5 personal leave days per year
- Single health insurance paid 100% by the district
- Family health insurance paid 90% by the district
 - Employee and family coverage costs the employee \$215.00 per month.
- Personal travel budget for professional development
- Work mileage reimbursed at the IRS rate