

SPRINGFIELD PUBLIC SCHOOL DISTRICT #186
1900 West Monroe - Springfield, Illinois 62704
Jennifer Gill, Superintendent

NOTICE OF VACANCY

TITLE OF VACANCY: Administrative Assistant – School Support **Date:** November 13, 2018

LOCATION OF POSITION: Administrative Center - 1900 West Monroe Street

DAYS PER YEAR: 260 days including 15 paid holidays/12 mos. **HOURS PER DAY:** 8

WHO MAY APPLY: Any person meeting the basic requirements listed below for this position.

REQUIREMENTS:

1. Neat appearance - telephone and office etiquette - interest in public schools and children
2. Ability to follow written and oral directions and to complete tasks with a minimum of supervision
3. Ability to communicate and maintain good working relationships with principal(s), staff, students, parents, and public
4. Must have strong computer knowledge/experience including FileMaker, Excel, Word, desktop publishing, google drive tools
5. Correct use of business English and accurate spelling
6. Maintain professional attitude
7. Accurate typing at a minimum of 50 wpm

SPECIFIC RESPONSIBILITIES:

1. Serve as Administrative Assistant to Director of School Support
2. Compile data, via District Information System, for monthly and annual reports for enrollment, referral, attendance percentage, class size, required ISBE reports, and other data reports as assigned by the Superintendent
3. Assist the public with student enrollment and on-line registration
4. Assist the public with in-district student transfer requests; process per direction of Director of School Support; provide Board Members and building level administrators with transfer reports when requested
5. Maintain budgets for Director and all athletic programs
6. Prepare department requisitions and correspondence
7. Coordinate with all High School and Middle School athletic coordinators, and prepare schedules for all athletic fields; coordinate with Department of Operations and Maintenance for various field support
8. Coordinate working staff for football season on behalf of Director, maintain ticket sale monies, prepare football payroll
9. Provide information from District files on records of previous student enrollment including the organization and maintenance of retired records room
10. Coordinate with various schools, on behalf of Director, for work permits, foreign exchange students, student review, insight program, transcripts, city tournament, discipline handbook, parchment and high school graduation
12. Provide information and assistance to parents regarding school level discipline issues and concerns
11. Perform other duties as assigned

FILING DATE DEADLINE: November 28, 2018 **START DATE:** Immediately

SALARY: To be determined

SELECTION PROCEDURE: Application - Interview(s) - Selection

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid vacation and holidays

Please refer application and resume to:

Gina McLaughlin-Schurman
Director of Human Resources
Springfield Public Schools
1900 West Monroe Street
Springfield IL 62704
Telephone: 525-3006

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