

**SPRINGFIELD PUBLIC SCHOOLS  
DISTRICT 186**

**1900 West Monroe - Springfield, Illinois 62704  
Jennifer Gill, Superintendent**

**NOTICE OF VACANCY**

**TITLE OF VACANCY:** Entrance Desk Supervisor **DATE:** November 29, 2016

**LOCATION OF POSITION:** Lanphier High School

**DAYS PER YEAR:** 175 **HOURS PER DAY:** 8

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

**REQUIREMENTS:**

1. High school diploma
2. Interest in working with teenage students
3. Knowledge of the Springfield Public Schools
4. Ability to relate to students, faculty and public
5. Positive attitude and good communication skills

**SPECIFIC RESPONSIBILITIES:**

1. Maintain accurate records
2. Responsible for maintaining high visibility at entrance way in order to safeguard District property and maintain safety of students and staff
3. Ability to work rapidly and accurately with name recognition
4. Screen visitors
5. Provide direction and information to visitors
6. Perform other duties as assigned

**FILING DATE DEADLINE:** December 12, 2016 **EMPLOYMENT DATE:** December 20, 2016

**SALARY:** \$10.60 per hour (15-16 salary schedule)

**SELECTION PROCEDURE:** Application, Interview, Selection

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

**Please refer application and resume to:**  
Gina McLaughlin Schurman  
Springfield Public Schools  
1900 West Monroe Street  
Springfield IL 62704  
Telephone: 525-3006

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