

**SPRINGFIELD PUBLIC SCHOOLS
DISTRICT 186**

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

NOTICE OF VACANCY

TITLE OF VACANCY: Entrance Desk Supervisor **DATE:** July 19, 2018

LOCATION OF POSITION: Washington Middle 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: July 25, 2018 **EMPLOYMENT DATE:** August 20, 2018

SALARY: \$11.35 per hour (18-19 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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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

