

**SPRINGFIELD PUBLIC SCHOOLS
DISTRICT 186
1900 West Monroe - Springfield, Illinois 62704
Jennifer E. Gill, Superintendent**

NOTICE OF VACANCY

TITLE OF VACANCY: In-House Supervisor **DATE:** January 11, 2019

LOCATION OF POSITION: Jefferson Middle School

DAYS PER YEAR: 175 (Remainder of School Year) **HOURS PER DAY:** 7

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

SPECIFIC RESPONSIBILITIES:

1. Maintain accurate attendance for each in-house class
2. Continual monitoring of in-house classes
3. Maintain discipline
4. Perform other duties as assigned

FILING DATE DEADLINE: January 23, 2019 **EMPLOYMENT DATE:** Upon Board Approval

SALARY: \$13.50 per hour (18-19)

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

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