



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY

April 24, 2017

TITLE of VACANCY: Elementary Principal Assistant

LOCATION: Matheny-Withrow Elementary School

CONTRACT PERIOD: 200 Days

REQUIREMENTS:

1. Valid Illinois Professional Educator's License with a General Administrative endorsement
2. Master's Degree in Educational Administration
3. Minimum of five years successful teaching experience preferred
4. Must reside within Springfield Public Schools district

RESPONSIBILITIES:

1. Serve as assistant to the building principal in the administration of the day-to-day operations of an elementary building
2. Serve as the assistant to the building principal in the role of the instructional leader
3. Share in the responsibility for maintaining good discipline
4. Share in the responsibility for promoting good public relations with staff, parents, and the community
5. Implementing assigned responsibilities in a manner which best meets the requirements of the school, its staff and students
6. Share in responsibility in developing and implementing the School Improvement Plan
7. Share in responsibility in developing and implementing the school's technology plan
8. Serve as principal-in-charge in the principal's absence
9. Support the shared decision making process as part of the Instructional Leadership team
10. Assisting in the provision of an environment that supports the educational program and maintains the mental and physical health and safety of students including the implementation of student discipline and student attendance procedures
11. Assisting in the maintenance of a school-community climate, conducive to an exchange of ideas, information and services
12. Assisting in the direction of an educational program consistent with school community needs and District goals and policies
13. Performing other duties as assigned which could be attached to other programs in district
14. Actively seeking to continue personal and professional growth opportunities including participation in District sponsored administrative training and to engage in opportunities to apply acquired skills
15. Plan and organize SIG professional development to support teachers and administration
16. Help support the SIG progress monitoring and visits activities as requested or required by ISBE
17. Maintain records for quarterly reports and other compliance reports required by ISBE

FILING DATE DEADLINE: May 8, 2017 – 4:00 PM

EFFECTIVE DATE: First Contractual Day of 2017-18 200-Day Calendar

SALARY: In accordance with the current SPA negotiated agreement

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Teachers' Retirement System

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 W. Monroe St.
Springfield, IL 62704
217-525-3006

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