



Dr. Walter Milton, Jr., Superintendent

**NOTICE OF VACANCY
May 11, 2012
Revised**

TITLE OF VACANCY: Assistant Principal

LOCATION: Southeast High School

CONTRACT PERIOD: 218 Days

REQUIREMENTS:

1. Master's Degree in Education Administration
2. Valid Illinois General Administrative Type 75 Certificate
3. Standard Illinois Teaching Certificate and administrative experience required
4. Knowledge of current curriculum, instructional trends, school improvement process, technology use, and student assessment systems

RESPONSIBILITIES:

1. Assist with supervising and evaluating personnel
2. Assist with the supervision of students and maintaining discipline
3. Assist with developing a good school climate
4. Assist in student attendance matters
5. Supervise school extra curricular activities
6. Responsible for building inventory
7. Assist with the supervision of buildings and grounds
8. Perform other duties as assigned

FILING DATE DEADLINE: May 22, 2012 – 4:00 PM

EFFECTIVE DATE: First contractual day of the 218-day work 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: Dr. Alexander Ikejiaku
Director of Human Resources
1900 West Monroe
Springfield, IL 62704
217-525-3006

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