

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

NOTICE OF VACANCY

TITLE OF VACANCY: Secretary III **DATE:** November 16, 2017

LOCATION OF POSITION: Lanphier High School

DAYS PER YEAR: 214 days **HOURS PER DAY:** 8

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

REQUIREMENTS:

1. Neat appearance - telephone and office etiquette - interest in public schools and children
2. Ability to follow written and oral directions and to complete tasks with a minimum of supervision
3. Willingness to be involved in some type of cross training program to meet the needs of the offices
4. Ability to communicate and maintain good working relationships with principals, teachers, parents, students and general public
5. Working knowledge of business English and accurate spelling
6. Experience and knowledge in working with Macintosh computers and Microsoft Office
7. Experience and knowledge of computers and websites
8. Accurate typing at a minimum of 45 wpm recommended

SPECIFIC RESPONSIBILITIES:

1. Serve as secretary to the Activities/Athletic Director
2. Maintain athletic schedules, files, athletic forms, physicals, rosters, activity passes
3. Collect athletic fees
4. Maintain student accident reports
5. Arrange for transportation
6. Check in & check out of substitute teachers
7. Staff and student parking
8. Organize and distribute daily announcements
9. Create and maintain reports as requested by Athletic Director
10. Assist the Principal and Assistant Principal
11. Maintain good public relations with communication and service
12. Other duties as assigned

FILING DATE DEADLINE: November 22, 2017 **EMPLOYMENT DATE:** December 5, 2017

SALARY: \$115.84 or appropriate step (16-17 daily rate)

SELECTION PROCEDURE: Application - Interview(s) – Selection per Local 15 Contract

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid holidays as per Negotiated Agreement

Please refer application and resume to:

Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe Street
Springfield IL 62704
Telephone: 525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER