

**SPRINGFIELD PUBLIC SCHOOL DISTRICT #186**  
**1900 West Monroe - Springfield, Illinois 62704**  
**Jennifer Gill, Superintendent**  
**Notice of Vacancy**

**TITLE of VACANCY:** Secretary V – Department of Teaching & Learning **DATE:** July 16, 2018  
**LOCATION:** Administrative Center, 1900 West Monroe  
**DAYS PER YEAR:** 260 Days including 15 paid holidays **HOURS PER DAY:** 8

**REQUIREMENTS/QUALIFICATIONS:**

1. Interested in public schools and children
2. Five years minimum successful office experience
3. Ability to follow written and oral directions and complete assigned tasks with a minimum of supervision
4. Ability to maintain a professional attitude
5. Ability to communicate and maintain good working relationships with District staff and general public
6. In depth knowledge of current office management practices
7. Ability to effectively use office technology, including the computer for word processing, database, spreadsheets, and ability to set up forms, reports, presentation materials and web-based documents.
8. Computer knowledge and experience with File Maker, Word, Excel and Power Point, Keynote, or comparable software programs
9. Ability to use district online accounting system & ISBE data input
10. Accurate typing at a minimum of 45 – 50 wpm, spelling, grammar skills and ability to record and transcribe minutes
11. Must have excellent record keeping and organizational skills

**RESPONSIBILITIES:**

1. Assist Department of Teaching & Learning with special projects and priority objectives (Principals' and Administrators' Professional Development, ISS, Teaching & Learning, Symposiums)
2. Create and manage large data bases related to budgets, purchasing and data analysis
3. Organize and transmit correspondence and materials as required, provide secretarial support
4. Assist the Coordinator of math and science
5. Assist with Summer School programs
6. Assist Director of Student Services with PE and athletics
7. Support, organize, cross train, and manage various budgets and grants in Teaching & Learning
8. Perform other duties as assigned

**FILING DATE DEADLINE:** July 27, 2018 **START DATE:** Immediately

**SALARY:** \$127.40 per day (Step V/1 or appropriate step of the 2017-18 salary schedule)

**BENEFITS** Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement Fund  
Paid Vacation and Holidays as per negotiated agreement

**Please refer all communication to:**

Gina McLaughlin-Schurman  
Director of Human Resources  
1900 West Monroe  
Springfield, IL 62704

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

**AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER**