



NOTICE OF VACANCY

DATE: January 6, 2025
TITLE OF VACANCY: Absence Manager for Project SCOPE
LOCATION: SCOPE Central Office – 2120 E. Reservoir Street
DAYS PER YEAR: 193 (August 14, 2024 – May 30, 2025)
HOURS PER DAY: 6
HOURS TO WORK: 5:30AM - 7:00AM – FROM HOME
10:00AM – 2:30PM – IN OFFICE

REQUIREMENTS/QUALIFICATIONS:

1. Excellent verbal and written communication skills.
2. Ability to effectively use Mac computer and other office technology.
3. Demonstrate interpersonal skills and person characteristics necessary for effective collaboration with staff.
4. Demonstrate confidence and the ability to maintain a professional attitude.
5. Must have excellent record keeping and organizational skills.

SPECIFIC RESPONSIBILITIES

1. Manage absences of Project SCOPE staff.
2. Ability to work from home 5:30AM-7:00AM to take phone calls, check emails from staff that are calling off work and find replacement staff if necessary for the morning hours of Project SCOPE. Then report to the Project SCOPE office to work 10:00AM – 2:30PM to document and manage any other absences.
3. Maintain the District Location Calendar and Google Gmail procedure to document and inform other about absences and replacement staff
4. Assist with trainings and orientation
5. Maintain and create files
6. Make copies and fax correspondence
7. Organize and assist with supplies
8. Be committed to the School District's mission
9. Other duties as assigned

APPLICATION DEADLINE OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY:

\$114.00 Daily Rate

BENEFITS:

Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement

HOW TO APPLY:

Go to [Human Resources](#) on the District Website, click on classified vacancies and follow online instructions
OR

Refer application and resume to:

Gina McLaughlin-Schurman, Assistant Superintendent of Human Resources
Springfield Public Schools District 186
3063 Fiat Avenue
Springfield, IL 62703
217-525-3006

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