

**NOTICE OF VACANCY**  
**May 6, 2024**

**TITLE OF VACANCY:** Elementary Principal Assistant

**LOCATION:** TBD

**CONTRACT PERIOD:** 190 Days

**REPORTS TO:** Building Principal

**REQUIREMENTS/QUALIFICATIONS:**

1. Valid Illinois Professional Educator's License, General Administrative or Principal endorsement
2. Master's Degree in Educational Administration preferred
3. Minimum of five years successful teaching experience preferred
4. Must have completed or complete soon after hire the Evaluation Academies required by the state to evaluate certified staff and eligibility to evaluate must be maintained
5. Must reside in the Springfield Public Schools boundaries

**SPECIFIC 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 and BBSS Practices
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 and inventory
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 strong, positive school culture and 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. Oversight of 504 plans for the district and school if requested
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. Performing other duties as assigned which could be attached to other programs in district
16. Work collaboratively with Student Support Services to serve students with special needs and implement inclusive practices

**(continued on the next page)**



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

**APPLICATION DEADLINE:**

May 9, 2024 at 4:00 PM

**EFFECTIVE DATE:**

First contractual day of the 2024-2025  
District 186 190-day calendar

**SALARY and BENEFITS:** In accordance with current SPPA negotiated agreement

**HOW TO APPLY:** go to <https://www.sps186.org/page/human-resources> and click on certified vacancies, 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

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