



NOTICE OF VACANCY

DATE: July 1, 2024

TITLE OF VACANCY: Entrance Desk Supervisor

LOCATION: Springfield High School

DAYS PER YEAR: 177

HOURS PER DAY: 8

REQUIREMENTS:

1. High school diploma
2. Interest in working with teenage students
3. Knowledge of the Springfield Public Schools
4. Ability to relate to students, faculty and public
5. Positive attitude and good communication skills

SPECIFIC RESPONSIBILITIES:

1. Maintain accurate records
2. Responsible for maintaining high visibility at entrance way in order to safeguard District property and maintain safety of students and staff
3. Ability to work rapidly and accurately with name recognition
4. Screen visitors
5. Provide direction and information to visitors
6. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

July 11, 2024 @ 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$16.91 Per Hour (Step 1/1 – 24-25)

BENEFITS: Personal & Sick Leave - Medical Insurance - Life insurance - Illinois Municipal Retirement Fund - Paid Vacation and Holidays

SELECTION PROCESS:

Application, Interview and Selection

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

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