



**NOTICE OF VACANCY**  
June 17, 2022

**TITLE OF VACANCY:** Administrative Intern  
**LOCATION:** Franklin Middle School  
**CONTRACT PERIOD:** 180 days  
**REPORTS TO:** Building Principal

**REQUIREMENTS/QUALIFICATIONS:**

1. Valid Illinois Professional Educator's License, General Administrative or Principalship endorsement preferred
2. Master's Degree in Educational Administration preferred
3. Knowledge of current curriculum, instructional trends, school improvement process, technology use, change management, and student assessment systems
4. Knowledge of effective behavior management systems

**RESPONSIBILITIES:**

1. Implement discipline procedures
2. Daily supervision of students
3. Coordinate the student behavior management programs
4. Participate and/or present in professional development activities
5. Participate and/or present in school improvement activities
6. Collaborate/facilitate student activities as a member of the administrative team
7. Perform other duties as assigned

**APPLICATION DEADLINE/OPEN UNTIL:**  
June 27, 2022 at 4:00 pm

**EFFECTIVE DATE:**  
First contractual day of the 2022-2023  
District 186 180-day calendar

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

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) 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  
1900 West Monroe Street  
Springfield, IL 62704  
217-525-3006