



NOTICE OF VACANCY

May 3, 2024

TITLE OF VACANCY: Middle School Assistant Principal

LOCATION: Grant Middle School

CONTRACT PERIOD: 208 Days

REPORTS TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:

1. Master's Degree in Education Administration
2. Valid Illinois Professional Educator's License with a General Administrative or Principalship endorsement
3. Standard Illinois Teaching Certificate and Administrative experience required
4. Must reside in the Springfield Public Schools district
5. Knowledge of current curriculum, instructional trends, school improvement process, technology use, student assessment systems

RESPONSIBILITIES:

1. Assist with supervising and evaluating personnel
2. Assist with the supervision of students and maintaining discipline
3. Assist with developing a good school climate
4. Assist in student attendance matters
5. Supervise school extra curricular activities
6. Responsible for building inventory
7. Assist with the supervision of buildings and grounds
8. Responsible for student scheduling
9. Facilitate communication with students, families and staff
10. Perform other duties as assigned

APPLICATION DEADLINE:

May 13, 2024 at 4:00 PM

EFFECTIVE DATE:

First contractual day of the 2024-2025
District 186 208-day calendar

SALARY and BENEFITS: In accordance with current SPAA 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

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Springfield, IL 62703
217-525-3006

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