



## NOTICE OF VACANCY

**DATE:** December 20, 2024

**TITLE OF VACANCY:** In-House Supervisor

**HOURS PER DAY:** 7

**LOCATION:** Jefferson Middle School

**DAYS PER YEAR:** 177

### 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

### SPECIFIC RESPONSIBILITIES:

1. Maintain accurate records
2. Continual monitoring of in-house classes
3. Maintain discipline
4. Perform other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

### 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