



NOTICE OF VACANCY
June 15, 2022

TITLE OF VACANCY: Administrative Intern
LOCATION: Jefferson 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 24, 2022 at 4:00 pm

EFFECTIVE DATE:
First contractual day of the 2022-23
District 186 180-day calendar

SALARY and BENEFITS: In accordance with current SEA negotiated agreement

HOW TO APPLY: go to 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