



NOTICE OF VACANCY
March 27, 2025

TITLE OF VACANCY: Guidance Dean

LOCATION: Lincoln Magnet Middle School

CONTRACT PERIOD: 200 days

REPORTS TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:

1. Valid Illinois Professional Educator's License - General Administrative or Principalship endorsement
2. Master's degree in Educational Administration or related field
3. Prior administrative experience preferred
4. A strong undergraduate and graduate scholastic record preferred
5. Must reside in the Springfield Public School district

RESPONSIBILITIES:

1. Conduct student orientation and guidance activities including registration and scheduling
2. Assist in providing an environment that supports the educational program and maintains the mental and physical health and safety of students including the implementation of student discipline procedures, student attendance matters and administration of student cumulative and health records
3. Coordinate and implement tutorial program
4. Participate in professional development activities
5. Participate in school improvement activities
6. Work with students, teachers and parents
7. Perform other duties as assigned
8. Using data based decision making, monitor student achievement, plan and implement appropriate academic and behavioral expectations
9. Create and implement plans for truant students
10. Plan and implement activities that celebrate students' achievements
11. Promote open and timely communication and teamwork among school staff, and community
12. Participate in informal classroom observations and provide timely feedback to teachers

APPLICATION DEADLINE/OPEN UNTIL:

April 7, 2025 at 4:00 p.m.

EFFECTIVE DATE:

First contractual day of the 2025-2026
District 186 200-day calendar

SALARY and BENEFITS: In accordance with current SPAA negotiated agreement;
salary range \$98,124 – \$128,047
(the SPAA Salary is currently being reviewed for the 2025-2026 school year)

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, Springfield, IL 62703
217-525-3006

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER