



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

May 14, 2021

TITLE OF VACANCY: Site Administrator –
Camp Kindergarten Program

LOCATION: Matheny-Withrow Elementary

CONTRACT PERIOD:

July 8 – August 6, 2021, 7 hours per day

Plus up to 100 documented planning hours prior to
Camp.

REPORTS TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:

1. Possess Professional Educator's Licensure
2. Administrative endorsement or Principalship preferred
3. Experience working at a K-5 school with children, either as an administrator or as a teacher
4. Must have valid Illinois Driver's License
5. Dependable transportation (properly registered and insured per SPS 186 policy)
6. Computer literacy, including Google Drive, Microsoft Word, Excel, and copy machine

RESPONSIBILITIES:

1. Manage student behavior/discipline which includes behavior expectations, positive behavior incentive system and consequences
2. Manage day-to-day operations of Camp Kindergarten which include but not limited to breakfast, classroom time, lunch and recess, bus pick-up/drop-off, transitions
3. Responsible for creating positive camp culture/climate
4. Manage behavior expectations, positive behavior incentive system, and consequences
5. Work with the District Transportation Director to facilitate effective use of the transportation system
6. Supervise staff and volunteers
7. Build and maintain positive parent relationships
8. Lead staff orientation/training before Camp begins
9. Plan and lead daily staff meetings
10. Ensure that personal information for each student is maintained and updated
11. Oversee medical needs of students attending Camp Kindergarten
12. Use the district intranet to prepare reports and family information
13. Prepare, sign, and inventory accurate requisition ordering for needed materials
14. Provide feedback to individual teachers/staff
15. Conduct a minimum of at least one observation in each classroom and provide feedback
16. Complete final summer material inventory of materials kept for future programs
17. Other duties as assigned
18. Complete all follow up documentation required by United Way grant.

APPLICATION DEADLINE/OPEN UNTIL:

May 24, 2021 at 4:00 pm

EFFECTIVE DATE:

July 8, 2021

SALARY: \$419.11 per day during camp, planning hours paid at curriculum rate.

HOW TO APPLY: go to www.sps186.org/humanresources and click on certified vacancies, follow online instructions *OR*

Please refer all communication to:

Gina McLaughlin-Schurman
Director of Human Resources
1900 W Monroe St.
Springfield, IL 62704
Phone 217-525-3006

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