



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

DATE: November 23, 2021

TITLE OF VACANCY: Receptionist/Human Resources Support

LOCATION: Administrative Center

HOURS PER DAY: 8

DAYS PER YEAR: 260 (15 Paid Holidays)

REQUIREMENTS/QUALIFICATIONS:

1. Neat appearance - telephone and office etiquette - interest in public schools and children
2. Ability to follow written and oral directions and to complete tasks with a minimum of supervision
3. Ability to communicate and maintain good working relationships with principal(s), staff, students, parents, and public
4. Must have computer knowledge/experience in FileMaker, Excel, Microsoft Office
5. Correct use of business English and accurate spelling
6. Maintain professional attitude
7. Accurate typing at a minimum of 45 wpm
8. Detail oriented
9. Excellent attendance record

SPECIFIC RESPONSIBILITIES:

1. Process and screen incoming calls
2. Greet and assist all visitors
3. Schedule Boardroom & provide custodians with board room meeting setups
4. Maintain applicant flow sheets
5. Process wage garnishment letters and checks monthly
6. Maintain substitute teacher database and process sub teacher paperwork
7. Liaison between Administration Office and Sub Answering Service
8. Agenda index updates and distribution of agenda letters
9. Data entry for all new employees and substitutes
10. Maintain application packets for classified and certificated applicants
11. Update all address changes in District Information System
12. Process and ensure new hire paperwork is accurate
13. Process I-9's
14. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

December 3, 2021 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: Commensurate with Experience

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement.

SELECTION PROCESS: Application, Testing, Interview, and Selection

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified 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

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