



NOTICE OF VACANCY

DATE: July 2, 2024

TITLE OF VACANCY: Retired Law Enforcement Security

LOCATION: Springfield High School

DAYS PER YEAR: 178

HOURS PER DAY: 8

REQUIREMENTS/QUALIFICATIONS:

1. A minimum of High School Diploma or equivalent required, Bachelor Degree preferred
2. Ability to complete assigned duties with minimum supervision
3. Ability to understand and follow verbal and/or written directions
4. Ability to communicate and maintain good working relationships with District 186 staff, students, parents and public
5. Be punctual and regular in attendance

PHYSICAL DEMANDS: Must pass pre-placement agility/fit for duty exam with MOHA

SPECIFIC RESPONSIBILITIES:

1. Have and maintain a current Retired Officer Concealed Carry Card that is valid in the State of Illinois
2. Have operational and procedural knowledge of weapons detection systems
3. Become acquainted with the school's evacuation plan, to include your involvement in the plan, as well as the school's fire and security alarm systems
4. Become acquainted with the schools "School Safety/Crisis Management Plan", to include your involvement/responsibilities with the plan
5. Monitor school and grounds, specifically monitoring the main entrance where metal detectors are used to screen students and visitors
6. Remain at your assigned area of responsibility, as designated by the school principal or his/her designee
7. Monitor student movement and activities before, during, and after school, to include hallways, parking lots, commons area, cafeteria, bus and vehicles loading and unloading
8. Responsible and accountable to uphold and enforce Springfield Public Schools policies and procedures, protect lives and property, and maintain peace and order within the school community; be supportive of school and school districts' policies and procedures
9. Responsible for reporting, investigating, and documenting the results of any school incident, which will be completed on the "school Incident Form"
10. Work closely with the School Safety Officer (SSO) assigned to your school, and be pro-active in your approach of possible incidents/problems within the school community
11. Establish and maintain a working relationship with students, teachers, parents, and others in attendance, at all after-school activities, when assigned
12. Attend and successfully complete all required training including in-service training, CPI training, and other classes and seminars required or requested to attend
13. When requested, prepare and submit detailed reports, memorandums and letters, dealing with security and safety issues within your school community and/or school district
14. Report to work at the designated time, do not abuse sick leave, and maintain a professional appearance and good physical conditioning
15. Perform other security and safety duties as assigned by Coordinator of Safety and Security or their designee including being assigned to other District buildings if a need arises

APPLICATION DEADLINE/OPEN UNTIL:

July 12, 2024 at 4:00 p.m.

SALARY: \$55.00 Per Hour (24-25)

APPOINTMENT DATE:

August 15, 2024

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

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