



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** November 22, 2022

**TITLE OF VACANCY:** Assistant Coordinator for Project SCOPE

**LOCATION:** SCOPE Central Office – 2120 E. Reservoir Street

**DAYS PER YEAR:** 234

**HOURS PER DAY:** 8

### REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's degree in Education or a Related Field preferred
2. Prefer experience working successfully with elementary and special education students
3. Must have excellent record keeping and organizational skills
4. Excellent verbal and written communication skills
5. Ability to effectively use Mac computer and other office technology
6. Demonstrate interpersonal skills and personal characteristics necessary for effective collaboration with families, school staff and community
7. Demonstrate confidence and the ability to maintain a professional attitude
8. Knowledgeable and understands student information privacy rights
9. Supervisory experience preferred

### SPECIFIC RESPONSIBILITIES:

1. Assist in supervising the daily operation of the District-wide Project SCOPE program
2. Help employ and evaluate the human resources necessary to operate the program including, but not limited to, scheduling subs for staff
3. Participate in training relating to professional growth
4. Develop and provide staff development activities to meet the needs of the staff
5. Work in a collaborative role with District staff
6. Develop and maintain accurate records, databases and performance measures for monitoring both staff and the overall program
7. Maintain files of confidential information
8. Audit payments made to the program for each elementary site you are assigned to
9. Visit and monitor Project SCOPE sites in the elementary schools
10. Have contact with parents regarding payments, behavioral issues and other miscellaneous matters
11. Organizing, distributing and transmitting correspondence and materials as required
12. Maintain knowledge of current practices as related to elementary aged students and the Project SCOPE program
13. Be committed to the School District's mission
14. Other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

December 8, 2022 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.

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://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  
1900 West Monroe Street  
Springfield, IL 62704

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