



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

March 27, 2025

**TITLE OF VACANCY:** High School Assistant Principal

**LOCATION:** Springfield High School

**CONTRACT PERIOD:** 218 Days

### REQUIREMENTS/QUALIFICATIONS:

1. Master's Degree in Education Administration
2. Valid Illinois Professional Educator's License with a General Administrative or Principalship endorsement
3. Standard Illinois Teaching Certificate and Administrative experience required
4. Must reside in the Springfield Public Schools district
5. Knowledge of current curriculum, instructional trends, school improvement process, technology use, student assessment systems

### RESPONSIBILITIES:

1. Assist with supervising and evaluating personnel
2. Assist with the supervision of students and maintaining discipline
3. Assist with developing a good school climate
4. Assist in student attendance matters
5. Supervise school extra curricular activities
6. Responsible for building inventory
7. Assist with the supervision of buildings and grounds
8. Responsible for student scheduling
9. Facilitate communication with students, families and staff
10. Perform other duties as assigned

### APPLICATION DEADLINE:

April 7, 2025 @ 4:00 PM

### EFFECTIVE DATE:

First contractual day of the 2025-2026  
District 186 218-day calendar

**SALARY and BENEFITS:** In accordance with current SPAA negotiated agreement  
Personal and Sick Leave – Medical Insurance – Life Insurance –  
Illinois Teachers' Retirement System; salary range \$110,791 - \$145,766  
(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

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