

NOTICE OF VACANCY

DATE: January 15, 2025

TITLE OF VACANCY: Secretary IV – Attendance Office

LOCATION: Lanphier High School

HOURS PER DAY: 8

DAYS PER YEAR: 214 (10 Months, Including 14 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 assigned tasks with a minimum of supervision
3. Experience and/or knowledge of computers
4. Ability to communicate and maintain good working relationships with principals, teachers, parents, students and general public
5. Working knowledge of business English and accurate spelling
6. Ability to maintain files
7. Maintain a professional attitude
8. Accurate typing at a minimum of 40 wpm

SPECIFIC RESPONSIBILITIES:

1. Maintain daily attendance records, i.e., excused and unexcused absences
2. Type, file and utilize duplicating equipment
3. Maintain pupil records and monthly forms
4. Serve as back-up to the attendance systems manager in the office
5. Other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

January 27, 2025 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$158.33 Per Day (Step IV/I – 24-25)

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

SELECTION PROCESS: Application, Testing, Interview, Selection per Local 15 contract

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

3063 Fiat Ave

Springfield, IL 62703

217-525-3006

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