



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** June 7, 2019

**TITLE OF VACANCY:** Secretary IV

**LOCATION:** Southeast High School – Guidance Office      **HOURS PER DAY:** 8

**DAYS PER YEAR:** 260 Days Including 15 Paid Holidays/12 Months

### REQUIREMENTS/QUALIFICATIONS:

1. Neat appearance - telephone and office etiquette - interest in public schools
2. Ability to follow both written and oral directions and to complete assigned tasks with a minimum of supervision
3. Willing to be involved in some type of cross training program to meet the needs of the office
4. Ability to communicate and maintain good working relationships with staff and public
5. Working knowledge of business English and accurate spelling
6. Excellent math skills for calculating Grade Point Average and class rank
7. Experience in Microsoft Office, Word, Excel, FileMaker, working with live date online
8. Ability to maintain files
9. Accurate typing at a minimum of 45 wpm

### SPECIFIC RESPONSIBILITIES:

1. Secretary to four Academic Principals, Guidance Dean and Post Secondary Coach
2. Input material pertinent to Student Records
3. Input on-line information for new students and transfer/withdrawal students
4. Inventory Academic Office supplies; prepare annual budget for Academic Office
5. Coordinate correspondence, awards, and files for annual senior recognition assembly
6. Coordinate work permits for students
7. Greet visitors and answer telephones
8. Perform other duties as assigned

**APPLICATION DEADLINE/OPEN UNTIL:**  
June 17, 2019

**APPOINTMENT DATE:**  
Upon Board Approval

**SALARY:** \$125.15 Per Day  
(Step IV/I or Appropriate Step of 2019-2020  
Salary Schedule)

**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](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions **OR**

**Refer application and resume to:**

Gina McLaughlin-Schurman, Director of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704  
217-525-3006

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