



NOTICE OF VACANCY

DATE: March 26, 2025

TITLE OF VACANCY: Secretary V

LOCATION: Southern View Elementary

HOURS PER DAY: 8

DAYS PER YEAR: 214 (10 Months, 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 tasks with a minimum of supervision
3. Ability to supervise and be 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 principals, teachers, parents, students and general public
5. Working knowledge of business English and accurate spelling
6. Experience in Microsoft Office, Word, Excel, FileMaker, working with live date online
7. Ability to maintain files
8. Accurate typing at a minimum of 45 wpm

SPECIFIC RESPONSIBILITIES:

1. Maintain student attendance records
2. Maintain bookkeeping records of Revolving Fund, Instructional Fund and Activities Account, Payroll
3. Prepare monthly substitute rating sheets
4. Type Principal's correspondence
5. Order supplies for office/teachers/building
6. Answer incoming calls
7. Administer minor first aid
8. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

April 4, 2025 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$164.23 Per Day Step V/I 2024-25 or
Appropriate Step 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 [Human Resources](#) on the District website 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 Avenue
Springfield, IL 62703
217-525-3006

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