



# DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

## NOTICE OF VACANCY

**DATE:** August 10, 2022

**TITLE OF VACANCY:** Secretary V- Department of Teaching & Learning

**LOCATION:** Administrative Center, 1900 West Monroe **HOURS PER DAY:** 8

**DAYS PER YEAR:** 260 Days including 15 paid holidays

### REQUIREMENTS/QUALIFICATIONS:

1. Interested in serving public schools, staff and children
2. Five years minimum successful office experience preferred
3. Ability to follow written and oral directions and complete assigned tasks with minimal supervision
4. Ability to maintain a professional attitude
5. Ability to communicate and maintain good working relationships with District staff and general public
6. In depth knowledge of current office management practices
7. Ability to effectively use office technology, including the computer for word processing, database, spreadsheets, and ability to set up forms, reports, presentation materials and web-based documents.
8. Computer knowledge and experience with File Maker, Word, Excel, Power Point, Keynote, all Google platforms and comparable software programs
9. Ability to use district online accounting system & ISBE data input
10. Accurate typing at a minimum of 45 – 50 wpm, spelling, grammar skills and ability to record and transcribe minutes
11. Must have excellent record keeping and organizational skills
12. Must attend work regularly and arrive to work on time

### SPECIFIC RESPONSIBILITIES:

1. Assist Department of Teaching & Learning staff with special projects and priority objectives (Principals' and Administrators' Professional Development, ISS, Teaching & Learning, Symposiums, etc.)
2. Assist the Coordinator of Math, Science and Technology
3. Assist the Director of School Leadership and Facilities
4. Assist with assessment planning, organization and administration, which includes proctoring at schools
5. Assist with yearly inventories of textbooks and supplies
6. Create and manage databases related to budgets, purchasing and data analysis
7. Organize and transmit correspondence and materials as required
8. Support, cross-train and help manage various budgets, grants and programs in Teaching & Learning Department
9. Perform all other duties as assigned

### APPLICATION DEADLINE/OPEN UNTIL:

August 18, 2022 at 4:00 p.m.

### APPOINTMENT DATE:

Upon Board Approval

**SALARY:** \$143.23 Per Day  
(Step V/I or Appropriate Step of  
2021-2022 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, Assistant Superintendent of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**