

NOTICE OF VACANCY

DATE: February 18, 2025

TITLE OF VACANCY: Study Hall Supervisor

LOCATION: Southeast High School

DAYS PER YEAR: 177

HOURS PER DAY: 7

REQUIREMENTS:

1. High school diploma
2. Interest in working with teenage students
3. Knowledge of the Springfield Public Schools
4. Ability to relate to students, faculty and public
5. Positive attitude and good communication skills

SPECIFIC RESPONSIBILITIES:

1. Maintain accurate attendance for each study hall class
2. Continual monitoring of study hall classes
3. Maintain discipline
4. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

Until Filled

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$16.91 Per Hour (Step 1/1 – 24/25)

BENEFITS: Personal & Sick Leave - Medical Insurance - Life insurance - Illinois Municipal Retirement Fund

SELECTION PROCESS:

Application, Interview and Selection

HOW TO APPLY:

Go to [Human Resources](#) on the District Website, click on classified vacancies and 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