



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

NOTICE OF VACANCY

DATE: August 11, 2022

TITLE OF VACANCY: Transition Specialist Secretary

LOCATION: Student Support Services

HOURS PER DAY: 8

DAYS PER YEAR: 260

REQUIREMENTS/QUALIFICATIONS:

1. Ability to work cooperatively with others
2. Strong telephone and office etiquette
3. Effective oral and written communication skills
4. Ability to follow written and oral directions and complete assigned tasks in a timely manner
5. Highly organized
6. Working knowledge of business English and accurate spelling
7. Strong knowledge and background in Google Drive, Google Docs & Slides, Microsoft Word, Excel, and PowerPoint
8. Accurate typing at a minimum of 45 words per minute
9. Experience working with people with disabilities is preferred

SPECIFIC RESPONSIBILITIES:

1. Coordinate daily casework activities under the direction of the Transition Specialist
2. Assist in collecting/recording data for the completion of DRS interviews and in preparation of processing open DRS cases
3. Maintain data, medical information, financial information and other data related to caseload reports
4. Attend meetings, monitor case status, manage organizational documents under the direction of the Transition Specialist
5. Prepare billings, budgets, contracts and other financial reports for timely submission to DHS/DRS
6. Contact other agencies and service providers to gather information needed to provide services; contact vendors to determine if services were rendered as scheduled, and secure required reports under the direction of the Transition Specialist
7. Assist Program Supervisor, Transition Specialist and Transition Coordinators with Vocational Training Programs
8. Prepare requisitions for transition/vocational supplies
9. Serve on Transition Planning Committee
10. Perform other duties as assigned

APPLICATION DEADLINE/OPEN UNTIL:

August 19, 2022 at 4:00 p.m.

APPOINTMENT DATE:

Upon Board Approval

SALARY: \$38,500

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Municipal Retirement – Paid Vacation and Holidays

SELECTION PROCESS: Application, Testing, Interview, and Selection

HOW TO APPLY: go to www.sps186.org/humanresources and click on classified vacancies, follow 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

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