



**NOTICE OF VACANCY**  
May 3, 2024

**TITLE OF VACANCY:** Guidance Dean  
**LOCATION:** Washington Middle School  
**CONTRACT PERIOD:** 200 days  
**REPORTS TO:** Building Principal

**REQUIREMENTS/QUALIFICATIONS:**

1. Valid Illinois Professional Educator's License - General Administrative or Principalship endorsement
2. Master's degree in Educational Administration or related field
3. Prior administrative experience preferred
4. A strong undergraduate and graduate scholastic record preferred
5. Must reside in the Springfield Public School district

**RESPONSIBILITIES:**

1. Conduct student orientation and guidance activities including registration and scheduling
2. Assist in providing an environment that supports the educational program and maintains the mental and physical health and safety of students including the implementation of student discipline procedures, student attendance matters and administration of student cumulative and health records
3. Coordinate and implement tutorial program
4. Participate in professional development activities
5. Participate in school improvement activities
6. Work with students, teachers and parents
7. Perform other duties as assigned
8. Using data based decision making, monitor student achievement, plan and implement appropriate academic and behavioral expectations
9. Create and implement plans for truant students
10. Plan and implement activities that celebrate students' achievements
11. Promote open and timely communication and teamwork among school staff, and community
12. Participate in informal classroom observations and provide timely feedback to teachers

**APPLICATION DEADLINE/OPEN UNTIL:**  
May 13, 2024 at 4:00 p.m.

**EFFECTIVE DATE:**  
First contractual day of the 2024-2025  
District 186 200-day calendar

**SALARY and BENEFITS:** In accordance with current SPAA negotiated agreement

**HOW TO APPLY:** go to <https://www.sps186.org/page/human-resources> and click on certified 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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