



NOTICE OF VACANCY

DATE: 2/7/19

TITLE OF VACANCY: Guidance Dean

LOCATION: Washington Middle school

CONTRACT PERIOD: 200 Days

SUBJECT/GRADE LEVEL: Middle School

REPORTS TO: Building Principal

REQUIREMENTS/QUALIFICATIONS:

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

SPECIFIC 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:

February 15, 2019 at 4:00 p.m.

EFFECTIVE DATE:

First contractual day of the 2019-20 District 186 200-day calendar

SALARY and BENEFITS:

In accordance with current SEA negotiated agreement

HOW TO APPLY: go to www.sps186.org/humanresources and click on certified vacancies, follow online instructions *OR*

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704
217-525-3006

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