Employment

What employees are considered Certificated?

Certificated employees include teachers, counselors, librarians, media specialists, psychologists, process coordinators, principals, assistant principals and certificated department directors.

What employees are considered Classified?

Support employees include all non-teaching staff such as secretarial, clerical, paraprofessionals, custodial, bus drivers, food service employees, maintenance workers, nurses, computer technicians and programmers and a variety of other non-teaching positions.

How do I apply for a position at Springfield Public Schools?

All vacancies are posted under Career Opportunities. If you see a position you would like to apply for, you may apply by clicking on the appropriate links. All applications are completed and submitted online. If you do not have a computer, then you may come to the Human Resources office and complete the online application at one of our kiosks.

I missed the deadline - can I still apply?

No. Once a closing date (deadline) has passed, no applications will be accepted. Please continue to visit the SPS site and apply for new jobs as they become available.

How long will my application be active?

We keep applications active for one year. After one year applications are moved to inactive for one year and then they are destroyed.

Where is the Human Resources Office located?

Kraft Administrative Building, Room 130
1359 E. St. Louis Street
Springfield, Missouri 65802-3409 (See map and directions)

What are the hours for the Human Resources Office?

Monday-Friday, 8:00 a.m. to 5:00 p.m.
Summer Hours: June 4-July 20
Monday-Thursday, 8:00 a.m. to 5:00 p.m.
Friday, Closed

I've been teaching in another district/state for two years. Where will I be placed on the salary schedule?

Years of experience in a full-time certificated/contracted position equals step placement. Maximum 10 years, i.e. 10 years of experience in preceding 10 years equals step 10 on the salary schedule

How do I become a substitute teacher?

Effective January 14, 2008, substitute services for Springfield Schools is provided by Kelly Educational Staffing. For more information or to apply to become a substitute, visit the Kelly Educational Staffing Web site.

May I contact the school or hiring department to find out more about the job?
Yes. There is a list of schools, departments and contact information in the drop-down links at the top of the page, or in the District Phone Numbers link to the left.

What kinds of benefits do SPS employees receive?

Please see Benefits.

How can I volunteer in the Springfield Public Schools?

Please see Volunteer Program.

What is required to become a teacher in the Springfield Public Schools?

Please see Missouri Educator Certification Requirements.

Do I have to go on direct deposit?

Yes. Direct deposit is mandatory as a requirement to work for SPS.

I was just hired, now what do I do?

- Once you have been hired the first thing you need to do is call Human Resources office to schedule an appointment with an Employment Coordinator to begin pre-employment paperwork. Please note that you are NOT eligible to be around students in any capacity until the Human Resources office has received a copy of your background check from the Department of Elementary and Secondary Education. Results generally take 2-4 weeks to receive.
- While at the Human Resources office you will also need to complete the I-9 Employment Eligibility Verification form. For this you will need two forms of ID. Please visit http://www.uscis.gov/files/form/i-9.pdf to view the most up-to-date list of acceptable documents.

Are copies of transcripts acceptable?

No. Originals are required. Faxes, photocopies, grade reports and computer-generated copies are not acceptable.

How do I check to see if the Confidential References listed on my application have submitted Electronic Reference Forms?

Please contact HR Services at 417-523-GOHR (4647) or you may email humanresources@spsmo.org

Who needs to obtain a yearly substitute certificate?

After a paraprofessional with 60+ college hours has been hired, they must apply for a substitute certificate annually and submit official transcripts (Faxes, photocopies, grade reports and computer-generated copies are not acceptable). Please email Vanessa Hansen, vhansen@spsmo.org