



## 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 certified/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@spsmail.org](mailto:humanresources@spsmail.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@spsmail.org](mailto:vhansen@spsmail.org)