



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398

November 7, 2017

Notice of Position Vacancy

REGISTRAR MAINE SOUTH HIGH SCHOOL

QUALIFICATIONS

- Excellent organizational and secretarial skills;
- Proficient in Microsoft Office Suite and/or Google Docs; plus a willingness to learn and apply the latest district technology, including Naviance and Parchment;
- Ability to create and maintain accurate records; process requests in a timely manner and meet numerous critical deadlines;
- Ability to function effectively and efficiently in a work environment that can be extremely busy at various times during the school day;
- Exemplary human relations skills and communication skills;
- Works well with and accommodates diverse student and family populations;
- Maintain strict confidentiality;
- Ability to evaluate current systems and propose changes that improve efficiency;
- Able to move heavy records boxes.

TERMS/HOURS

12-month position; 7:30 a.m. to 4:00 p.m.

SALARY & BENEFITS

- \$21.60 hourly/\$43,524 annually
- Level IV - 260 paid days
- Medical & dental insurance
- Paid term life insurance policy equal to annual base salary
- 17 paid holidays
- IMRF pension - employees vested after 10 years of employment
- 14 sick days

TO APPLY, COMPLETE THE FOLLOWING ON OR BEFORE FRIDAY, NOVEMBER 17, 2017:

- Send a letter of interest and resume to: Mr. Kevin Scottelaro, Assistant Principal of Student Services at kscotellaro@maine207.org and complete the online application at: www.generalasp.com/D207/onlineapp/

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.