



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

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

June 13, 2019

NOTICE OF POSITION VACANCY

MAINE WEST HIGH SCHOOL ADMINISTRATIVE ASSISTANT TO PRINCIPAL

PRIMARY RESPONSIBILITIES

- Assist in the preparation of communications for District leadership, administrative council, certified staff, instructional assistants, support staff, students and parents;
- Assist in organization and facilitation of meetings, activities, events, and special programs;
- Coordinate with District communications staff on building-based publications, website and social media;
- Maintain meeting agendas, records and minutes;
- Perform accounting functions accurately, completing online budget transactions and grant-related budget procedures;
- Maintain administrative and building calendars;
- Assist with organization and maintenance of staff records and files;
- Assist in precise and accurate reporting for federal, state, and regional reports, including grant and audit records and school data;
- Perform related duties as assigned by the principal.

SKILLS TO SUPPORT THESE RESPONSIBILITIES

- Exceptional technology skills, including Google apps (docs, sheets, forms, sites, etc.), and some graphics/visual representations;
- Efficient, detail-oriented, independent worker who functions well with deadlines;
- Ability to solve problems, manage multiple tasks, prioritize, take initiative, and be self-directed;
- Outstanding oral, written and organizational skills;
- Solid human relation skills with proven ability to communicate effectively;
- Demonstrated ability to maintain strict confidentiality.

SALARY & BENEFITS

- Annual salary - \$56,017
- Medical & dental insurance
- IMRF pension – vested after 10 years of employment
- 17 paid holidays; 10 vacation days; 14 sick days
- Paid term life insurance policy equal to annual base salary

(continued)

TO APPLY

- Send a letter of interest and resume no later than Friday, July 5, 2019 to: Dr. Eileen McMahon, Principal, emcmahon@maine207.org
- Complete an 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.