



## Maine Township High School District 207

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Dr. Kenneth Wallace  
Superintendent

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

July 3, 2019

### VACANCY NOTICE

#### LONG TERM SUB - MAINE WEST

#### ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES DEPARTMENT

Applicants for the job of Student Services Administrative Assistant are recommended to possess evidence of these skills:

#### Office Management

- Work cooperatively with the Assistant Principal for Student Services, the student services department, and other assistants, prioritize assignments with guidance from Assistant Principal, and handle unexpected and routine tasks with ease;
- Proficient in Microsoft Office skills and Google Docs, Calendar, Sheets, etc.;
- Excellent organizational and office skills;
- Ability to calmly function effectively and efficiently in a work environment that can be quite busy at various times during the school day;
- Perform related duties as assigned by the Assistant Principal for Student Services or Principal.

#### Communication

- Demonstrate excellent capacity for clear writing, speaking, attention to detail and an ability to ask questions, clarify assignments, and make recommendations for greater efficiency;
- Assist all students, parents, and staff with any and all questions with a "customer first" approach;
- Assist in the preparation of communications from the SSD office to a wide variety of student, parent, staff, and general public audiences;
- Exemplary human relation skills including an understanding of and sensitivity to diverse cultures, languages and social economic status;

#### SALARY & TERMS

- Not less than \$13.50/hour
- 7:30 am to 4:00 pm; Monday through Friday
- Monday, August 19, 2019 through Friday, January 3, 2020

TO APPLY

- Send a letter of interest and resume to: Dr. Claudia Rueda-Alvarez, Assistant Principal of Student Services at [cruedaalvarez@maine207.org](mailto:cruedaalvarez@maine207.org)
- Complete the support staff online application at: [www.generalasp.com/D207/onlineapp/](http://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.”***