



Dr. Kenneth Wallace
Superintendent

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

August 26, 2019

Job Vacancy

Maine East High School Administrative Assistant Special Education Department

Primary Responsibilities:

- Provide general clerical assistance to Department Chair and staff, including word processing, report generation, maintenance of meeting schedule, copying, filing, distribution of mail, and/or data entry
- Greet visitors, collaborate with parents and staff, place and receive telephone calls, provide appropriate information and refer to appropriate staff
- Use computer and general office equipment to effectively manage and organize files, communication, records and databases
- Develop and coordinate IEP meeting schedule with staff and families
- Maintain inventory and place orders for office supplies and supplemental materials
- Perform other duties as assigned

Skills to Support These Responsibilities:

- Highly organized, efficient, detail-oriented and an independent worker who is able to function well under deadline situations
- Ability to handle multiple tasks, take initiative, and be self-directed
- Exemplary human relation skills with a proven ability to communicate effectively
- Maintain confidentiality of information regarding students, staff, and parents
- Outstanding oral and written skills
- Proficiency with technology, including Microsoft Office skills and Google Applications

Hours: 7:30 am to 4:00 pm

Salary & Benefits:

- \$20.53/hour; \$33,259/year; 208 paid days
- IMRF pension - employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary
- Medical & dental insurance
- 13 paid holidays
- 12 sick days

To Apply:

Submit the following items on or before **September 3, 2019:**

Interested candidates should send a letter of interest and resume to Page Powell, Special Education Department Chair at ppowell@maine207.org and complete the support staff 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.