



Dr. Kenneth Wallace
Superintendent

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

October 17, 2019

Job Vacancy

Maine East High School Attendance Office/Deans Office Assistant – Level IIIB

Summary:

Perform duties to provide clerical assistance to deans and administrative operations for the attendance office.

General:

Must be pleasant, courteous, tactful, discreet; must have good typing skills and word processing abilities as well as excellent telephone skills; ability to deal with people in potentially unpleasant situations; accuracy with filing and attendance keeping is extremely important.

Essential Job Functions:

1. Greet visitors, students and staff, answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
2. Record student daily attendance: Check voicemail system and take parent's calls regarding absent students. Record absentee reasons.
3. Collaborate with staff to track and enter field trip attendance.
4. Provide general clerical assistance to deans and other staff: word processing, report generation, maintaining schedule, copying, filing, distributing mail, faxing or data entry such as student disciplinary information as well as attendance information.
5. Use personal computer and operate general office equipment. Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
6. Schedule students to see assistant deans for unauthorized absences
7. Generate detention and reassignment reports.
8. Assist with supervision of students sent to the Dean's office while they are in the waiting area.
9. Oversee the general operation of the Attendance Office.
10. Assume other relevant responsibilities assigned by the Dean of Students.
11. Maintain confidentiality in carrying out responsibilities.
12. Relates well to people of all ethnic groups
13. Bilingual in English and Spanish.
14. Confers and consults with students, parents, staff, and other appropriate parties regarding student attendance matters.

Salary & Benefits:

- \$20.53/hour; \$31,981/year; 201 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:

Complete the support staff online application at:

www.generalasp.com/D207/onlineapp/ no later than Friday, November 1, 2019.

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.