



## Maine Township High School District 207

Dr. Kenneth Wallace  
Superintendent

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

January 10, 2020

### JOB VACANCY

#### MAINE EAST HIGH SCHOOL ADMINISTRATIVE ASSISTANT - PHYSICAL EDUCATION/ATHLETICS

##### Skills/Experience Needed:

- Exceptional technology skills, including: Excel, Microsoft Office, Google Applications, Adobe Acrobat, 8 to 18, and other school specific applications;
- Excellent interpersonal and communication skills;
- Highly organized and able to handle multiple tasks in a timely manner;
- Ability to take initiative to develop and implement solutions for problems and tasks;
- Strong work ethic, efficient and detail-oriented;
- Ability to work effectively in a high stress environment;
- Ability to adapt and remain flexible even in the face of changing requirements;
- Ability to maintain strict confidentiality.

**Term:** Level III - 10-month/school-year position - 213 paid days

**Hours:** 7:30 am - 4:00 pm

##### Salary & Benefits:

- \$20.53/hour; \$33,890/year;
- Medical & dental insurance;
- 13 paid holidays;
- IMRF pension – employees vested after 10 years of employment;
- Paid term life insurance policy equal to annual base salary;
- 12 sick days

##### To Apply:

Submit the following items on or before Friday, January 24, 2020:

- Send a letter of interest and resume to Mr. Steven Schanz, Athletic Director, at [sschanz@maine207.org](mailto:sschanz@maine207.org) and
- 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"***