



Dr. Kenneth Wallace
Superintendent

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

January 9, 2020

JOB VACANCY

MAINE SOUTH HIGH SCHOOL ADMINISTRATIVE ASSISTANT - FINE ARTS

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.

Responsibilities:

- Provide general assistance to students and parents, including private lessons, student scholarships, field trips, PE Exemptions, practice rooms, general questions, and Fine Arts Booster Organizations.
- Provide general assistance to Department Chair, faculty, stipend personnel, and private music instructors, including word processing, publisher, report generation, pcard receipts & back up slips scheduling, copying, filing, distribution of mail, calendar of events, and auditorium scheduling.
- Prepare programs, posters, t-shirts, outside banners, tickets for fall play, v-show, winter play, 1st semester performances, and 2nd semester performances.
- Prepare programs, posters, parent volunteer committees, ticket sales with SeatYourself, and secure bank for door ticket sales for spring musical.
- Prepare program & order awards for end of year Music, Thespian, Broadcasting Night and for EOY Visual Arts Show night. Must communicate with teachers and DC on this.
- Prepare handouts, print labels of student names for artwork displayed for art exhibits
- Maintain & update Fine Arts webpage: Must remind teachers to submit pictures and videos and post to website along with upcoming performance information.
- Work with vendors on department supply orders and capital purchases.
- Greet visitors, place and receive telephone calls, work with bookstore on fees/obligations, facilitate instrument rentals and update instrument inventory.
- Use computer and general office equipment to effectively manage and organize files, communication, records, databases, and compose drafts of newsletters.

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

Hours: Monday – Friday, 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 no later than Friday, January 17, 2020:

- Send a letter of interest and resume to Ms. Teralyn Keith, Fine Arts Department Chair at: tkeith@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”