



Dr. Kenneth Wallace
Superintendent

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

March 6, 2020

NOTICE OF POSITION VACANCY
ADMINISTRATIVE ASSISTANT TO THE ASSOCIATE PRINCIPAL
MAINE SOUTH HIGH SCHOOL

ESSENTIAL RESPONSIBILITIES/FUNCTIONS

- Professionally represent the school and the District in interactions with parents, community, staff, and students;
- Manage building projects and events including but not limited to the master schedule for staff, parent conferences, field trips, keys, room assignments, academic testing, and other school related projects and events as assigned by the Associate Principal;
- Appropriately maintain and secure confidential personnel records including the management of new employee in-take documents, communication and processes;
- Assist in precise and accurate reporting for federal, state, and regional reports, including grant and audit records and school data;
- Responsible for managing and coordinating all transportation matters within the school. This includes managing budgets, organizing schedules & ensuring that vehicles are safe and meet legal requirements, and making sure that drivers are aware of their duties;
- Perform accounting functions accurately, completing budget transactions and procedures;
- Provide administrative support to the building associate principal including, but not limited to preparation of presentations, budget, minutes, tracking, calendar; management, travel and room arrangements and correspondence to staff, parents, students and community members.
- Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format;
- Independently answer routine questions and correspondence from parents, staff and students not requiring the supervisor's attention.
- Assist in the preparation of communications for the building administrative leadership team, certified staff, instructional assistants, school staff, support staff, students and parents;
- Assist in organization and facilitation of meetings, activities, events, and special programs;
- Coordinate with the school and district communications staff on building-based publications, website and social media;
- Perform related duties as assigned by the Associate Principal;
- Occasionally perform work beyond a standard 40-hour work week when work-load requires.

SKILLS TO SUPPORT THESE RESPONSIBILITIES

- Excellent interpersonal and communications skills;
- Ability to work effectively and professionally with staff, students, parents and administrators;
- Strong work ethic, efficient and detail-oriented;
- Highly organized and able to handle multiple tasks in a timely manner;
- Ability to maintain strict confidentiality;
- Advanced technology skills including, but not limited to: Google Applications, Microsoft Office Suite, Social Media Platforms and other school-specific applications;
- Takes initiative to develop and implement solutions for problems and tasks;
- Demonstrates consistent professional decorum while working effectively in a fast paced environment;
- Ability to adapt and remain flexible even in the face of changing requirements;
- May be asked to adjust work hours based on the needs of the office;
- Perform other duties as assigned by the Associate Principal.

SALARY & BENEFITS

- Level V - \$24.75/hour - \$49,871/annually
- Medical & dental insurance
- Paid term life insurance policy equal to annual base salary
- IMRF pension – employees vested after 10 years of employment
- 17 paid holidays /10 vacation days /14 sick days

HOURS

- 7:00 am – 3:30 pm
- Start date: June 1, 2020

TO APPLY, COMPLETE THE FOLLOWING BEFORE Friday, March 13, 2020

- Send a letter of interest and resume to: Mr. George Dages, Associate Principal, Maine South High School, 1111 South Dee Road, Park Ridge, IL 60068 or to: gdates@maine207.org
- Complete an 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.