



## Maine Township High School District 207

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Dr. Kenneth Wallace  
Superintendent

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

July 8, 2020

### *Notice of Position Vacancy*

#### **REGISTRAR MAINE EAST HIGH SCHOOL**

**REQUIREMENTS:** The successful candidate must possess exceptional communication skills, human relation skills, be extremely organized and have the ability to multitask in a fast-paced environment. The candidate would have a passion for helping others and possess cultural awareness/competency and understanding to support the needs of a diverse student and family/caregiver populations. Candidates who possess the skill set of biliteracy and/or bilingualism are strongly encouraged to apply as we serve a multilingual student and parent population in D207.

#### **ESSENTIAL RESPONSIBILITIES/FUNCTIONS**

- Integrates equitable practices as the first line of connection for families/caregivers for the purpose of promoting equity and a supportive organizational climate.
- Forms partnerships with students and families by providing school and community resources for the purpose of supporting the academic and social/emotional well being of all students.
- Professionally represent the school and the District in interactions with students, parents, staff, and community members;
- Manage student transcript request process and program (Parchment) and process transcript requests;
- Ability to create and maintain accurate student and school records; process records requests in a timely manner and meet numerous critical deadlines;
- Evaluate transcripts and records of transfer-in students and update the information system and transcripts to reflect student course completion;
- Oversee student withdrawals including communicating records to new school;
- Assists in planning for graduation including the tracking of student graduation progress and ordering and distribution of diplomas;
- Independently manages projects assigned by supervisor;
- Assist in the registration and enrollment of new students;
- Manipulate databases to research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format;
- Ability to evaluate current systems and propose changes that improve efficiency;
- Proctor final exams for students taking online/remote learning courses;
- Perform other duties as assigned by the Associate Principal.

## **SKILLS TO SUPPORT THESE RESPONSIBILITIES**

- Excellent human relation and communications skills including in-person, phone, and electronic communication;
- A clear understanding of equity and its function in serving students and families/caregivers in public education.
- Advanced technology skills including, but not limited to: Google Applications, Microsoft Office Suite (specifically Excel or Google Sheets), social media platforms (e.g. Twitter, Instagram) and other school specific applications; Has the ability to quickly learn other programs/platforms and provide support to students, staff and families/caregivers using them;
- Ability to work effectively and professionally with staff, students, parents/caregivers and administrators;
- Strong ability to exemplify and model the building and sustaining of professional relationships that elevate the workplace.
- Highly organized and able to handle multiple tasks in a timely manner and meeting deadlines as assigned.
- Ability to handle multiple interruptions while maintaining progress on projects and regularly assigned tasks;
- Ability to maintain strict confidentiality.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the activities related to the register.

## **TERMS/HOURS**

12-month position; 7:30 a.m. to 4:00 p.m.

## **SALARY & BENEFITS**

- \$23.08 hourly/\$46,506 annually
- Level IV – 260 paid days
- Medical & dental insurance
- Paid term life insurance policy equal to annual base salary
- 17 paid holidays
- IMRF pension – employees vested after 10 years of employment
- 14 sick days
- 10 vacation days

## **TO APPLY, COMPLETE THE FOLLOWING ON OR BEFORE THURSDAY JULY 30, 2020:**

Send a letter & resume to: Mr. Michael Wartick, Assistant Principal for Student Services at [mwartick@maine207.org](mailto:mwartick@maine207.org) & complete an online application: [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.*