



## Maine Township High School District 207

Dr. Kenneth Wallace  
Superintendent

Administration Center  
1177 South Dee Road  
Park Ridge, Illinois 60068-4398  
[www.maine207.org](http://www.maine207.org)

July 6, 2020

### Job Vacancy Notice

#### Switchboard Receptionist Maine East High School

**Requirements:** The successful candidate must possess exceptional communication skills, be self-motivated, have the ability to multitask in a fast paced environment and is expected to bring a positive attitude to the workplace, be cooperative and productive. *Bilingual candidates are preferred.*

In addition, the right candidate must have/be: high school graduate; works well with others, flexible attitude; strong work ethic; detail-oriented; must also have basic knowledge of Google suites and MS office products, mainly Word and Excel; professional telephone etiquette.

#### Summary of Essential Job Functions:

- Promptly, accurately, professionally and courteously assesses incoming calls/inquiries and directs and/or records and relays messages;
- Schedules substitute teachers for teachers and teacher assistants, as needed;
- Creates schedules for substitute teachers and teaching assistants;
- Maintains payroll and attendance records for substitute teachers, teachers, and teacher assist.;
- Greets visitors, directs them, and answers questions;
- Maintains confidentiality;
- Assists bookstore manager during summer with pre-pace and fee waivers;
- Sorts and distributes incoming mail;
- Answers general questions for all faculty and staff;
- General duties as assigned.

#### Salary & Benefits:

- \$20.93/hour; \$42,175/year; 260 paid days
- Medical & dental insurance
- IMRF pension - employees vested after 10 years of employment
- 10 days paid vacation, 17 paid holidays, 14 sick days
- Paid term life insurance policy equal to annual base salary

#### Days & Hours:

- Monday through Friday - 5:30 am to 2:00 pm

#### To apply, submit the following items on or before July 15, 2020:

- Complete an online application at: [www.generalasp.com/D207/onlineapp/](http://www.generalasp.com/D207/onlineapp/)
- Forward any questions to [rstewart@maine207.org](mailto:rstewart@maine207.org)

*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.*