



Dr. Kenneth Wallace  
Superintendent

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

September 10, 2020

### Job Vacancy

## Maine South High School Student Services Team Assistant

**Summary:** Perform duties to provide clerical assistance to Assistant Principal for Student Support, counselors and support administrative operations for the teams.

**General:** Must be pleasant, courteous, tactful, discreet; must have good typing skills and word processing abilities as well as excellent telephone skills; ability to deal with people in potentially unpleasant situations; accuracy with filing and attendance keeping is extremely important.

### Essential Job Functions:

1. Greet visitors, students and staff, answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
2. Record student daily attendance: Check voicemail system and take parent's calls regarding absent students. Record absentee reasons.
3. Provide general clerical assistance to Assistant Principal for Student Support and other staff: word processing, report generation, maintaining schedule, copying, filing, distributing mail, faxing or data entry such as student disciplinary information as well as attendance information.
4. Use personal computer and operate general office equipment. Demonstrate proficiency using the technology and computer-based programs provided by the District. Use these programs to effectively manage and organize files, communication, records and databases.
5. Schedule students to see Assistant Principal for Student Support.
6. Oversee all student information for behavioral consequences and generate detention and reassignment reports.
7. Maintain inventory of office supplies, ID supplies, and camera equipment.
8. Supervise students sent to the team while they are in the waiting area.
9. Oversee the general operation of the team.
10. Maintain and compile all Student Suspension Reports for the District.
11. Handle all communication resulting from student behavioral problems.
12. Oversee parking permits for students and enter all vehicle data.
13. Oversee the Goodwill elections in Spring for senior students and the Hawk Honor Cards for Junior and Senior students.
14. Work Book Sales.
15. Responsible for editing school dance forms and posting on Assistant Principal for Student Support website along with putting an announcement in the school bulletin.
16. Overseeing the school's lost and found by recording items of value.
17. Perform other duties as assigned.

**Department:** Assistant Principal for Student Support

**Hours:** 6:45 am to 3:15 pm

**Salary & Benefits:**

- \$20.93/hour; \$32,604/year; 201 paid days; Level IIIB
- IMRF pension - employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary
- Medical & dental insurance
- 13 paid holidays
- 12 sick days

**To Apply:** Complete the online support staff online application no later than Thursday, September 17, 2020 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.***