



Dr. Kenneth Wallace  
Superintendent

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

September 10, 2020

## Job Vacancy

### Maine South High School Special Education Department Assistant

#### Primary Responsibilities:

- Provide general clerical assistance to Department Chair and staff, including word processing, report generation, maintenance of meeting schedule, copying, filing, distribution of mail, and/or data entry
- Greet visitors, collaborate with parents and staff, place and receive telephone calls, provide appropriate information and refer to appropriate staff
- Use computer and general office equipment to effectively manage and organize files, communication, records and databases
- Develop and coordinate IEP meeting schedule with staff and families
- Maintain inventory and place orders for office supplies and supplemental materials
- Perform other duties as assigned

#### Skills to Support These Responsibilities:

- Highly organized, efficient, detail-oriented and an independent worker who is able to function well under deadline situations
- Ability to handle multiple tasks, take initiative, and be self-directed
- Exemplary human relation skills with a proven ability to communicate effectively
- Maintain confidentiality of information regarding students, staff, and parents
- Outstanding oral and written skills
- Proficiency with technology, including Microsoft Office skills and Google Applications

**Hours:** 7:30 am to 4:00 pm

#### Salary & Benefits:

- \$20.93/hour; \$33,740/year; 208 paid days; Level III
- 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 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.*