



## 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

April 5, 2018

### ***NOTICE OF POSITION VACANCY***

### **MAINE SOUTH HIGH SCHOOL ADMINISTRATIVE ASSISTANT TO THE ASSOCIATE PRINCIPAL**

#### **ESSENTIAL JOB FUNCTIONS**

- Excellent interpersonal and communications skills
- Highly organized and able to handle multiple tasks in a timely manner
- Advanced technology skills including, but not limited to: Google Applications, Microsoft Office Suite, Social Media Platforms and other school-specific applications
- Ability to maintain strict confidentiality
- 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
- Strong work ethic, efficient and detail-oriented
- Ability to work effectively with staff, students, parents and administrators
- May be asked to adjust work hours based on the needs of the office
- Perform other duties as assigned

#### **SALARY & BENEFITS**

- Level V - \$23.62/hour - \$47,595/annually
- Medical & dental insurance
- 17 paid holidays
- Paid term life insurance policy equal to annual base salary
- 10 vacation days
- IMRF pension - employees vested after 10 years of employment
- 14 sick days

#### **HOURS**

- 7:00 am - 3:30 pm
- Start date: June 20, 2018

#### **TO APPLY, COMPLETE THE FOLLOWING BEFORE MONDAY, APRIL 16, 2018**

- Send a letter of interest and resume to: Mr. George Dagues, Associate Principal, Maine South High School, 1111 South Dee Road, Park Ridge, IL 60068 or to [gdagres@maine207.org](mailto:gdagres@maine207.org)
- Complete an online application 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.*