

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
ARBOR PARK SCHOOL DISTRICT 145
17301 CENTRAL AVENUE
OAK FOREST, IL 60452

STAFF VACANCY FOR THE FY2012 SCHOOL YEAR

POSITION

Business Office Administrative Assistant

DUTIES

Student Registration, Student Database Administration, Lunch Program Administration, Administrative Support to the Director of Business Operations

LOCATION

District Office

QUALIFICATIONS

Strong organizational skills, typing and computer skills including knowledge of Microsoft Word, Excel and Outlook. Strong grammar and language background for both written and oral communication. Strong interpersonal skills fostering excellent working relationships with the community as this position works directly with parents and families. Strong knowledge of office procedures and business equipment is a requirement.

Reports to the Director of Business Operations.

SALARY AND BENEFITS

Salary and benefits as set forth in the Arbor Park School District 145 Administrative Educational Support Personnel Schedule and Board of Education Policy

SELECT WORKING CONDITIONS

260 Days, Eight (8) hours per day

APPLICATION PROCEDURE

Submit a letter of interest and current resume to: Arbor Park School District Administration Office, 17301 Central Avenue, Oak Forest, IL 60452.

The closing date for this application process is Monday, June 13, 2011.

School District 145 is an Equal Opportunity Employer and hires only individuals authorized to work under the Immigration Reform and Control Act of 1986.

School District 145 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973.

Effective: June 3, 2011

Start Date: Immediately