



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Summer Residency

REPORTS TO: Executive Director of Human Resources and Legal

POSITION OBJECTIVE: The job of the Summer Residency Worker is done for the purpose/s of providing secretarial support to the Residency Department; providing information and serving as a resource to others; reviewing and maintaining records; responding to inquiries from a variety of internal and external sources.

MINIMUM QUALIFICATIONS:

1. Experience working effectively in a team-based, diverse environment

REQUIRED SKILLS:

- Assists Residency Department during the summer as needed for the purpose of providing support for completing activities and services in a timely manner
- Processes a variety of materials during the summer for the purpose of collecting documentation for residency issues, conveying information and referral for addressing inquiry
- Provides preliminary assessments during the summer of documents for the purpose of evaluating the need for further investigation in relation to compliance issues of residency guidelines
- Verifies student related data during the summer for the purpose of ensuring accuracy of student records
- Responds to inquiries during the summer from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction
- Performs other related duties during the summer as assigned for the purpose of ensuring the efficient and effective functioning of the work unit pertaining to District 219

TERMS OF EMPLOYMENT: Part-time position with a flexible schedule as determined by district needs. Work hours may vary and may include early mornings or occasional weekends.

WORKING CONDITIONS: The position requires physical activity including lifting, carrying, climbing, stooping, kneeling, crouching, and use of fine motor skills. Work is done on and off site.

HOURLY RATE: [\$26.01/hour]

Apply online at: www.niles219.org

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.

4/27/2026

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