



VACANCY NOTICE

POSITION: 10 Month Full-time Secretary (Attendance/Dean's Office)

QUALIFICATIONS:

- High School Diploma
- Proficiency in computer skills as demonstrated in a district technology assessment (word processing, publishing, spreadsheet and database knowledge are a must) and basic office procedures
- Strong interpersonal skills and a demonstrated ability to work successfully with students and adults.
- Previous experience as a secretary desired
- Preference will be given to candidates with previous school office experience
- Bilingual communication skills preferred

**RESPONSIBILITIES
MAY INCLUDE:**

- Performs the usual routines and practices of an effective and efficient office.
- Responsible for recording and monitoring all daily student attendance
- Address students and families regarding attendance concerns
- Uphold attendance policies per OLCHS Student Handbook

SALARY: Per agreement between Oak Lawn Community High School District 229 and Oak Lawn Teachers Union Council of Local 943, American Federation of Teachers, AFL-CIO. The rate for the 2026-27 school year is \$22.50 per hour.

REPORTS TO: Assistant Principal and Dean of Students

START DATE: August 6, 2026

APPLICATION PROCESS:

Applicants should complete an online application and submit the following materials electronically via www.olchs.org (under "About District 229" menu, select "Employment Opportunities Including:

- 1) Letter of application/interest
- 2) Current professional resume, including professional references
- 3) At least three professional letters of recommendation.

Screening of applicants will begin immediately. Early submission of all required materials is requested.

POSTING DATE: May 30, 2026

CLOSING DATE: June 13, 2026, 3:30 pm or until filled

*Oak Lawn Community High School is an equal opportunity employer.
Dr. Shahe Bagdasarian
Superintendent*