

OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229

9400 Southwest Highway, Oak Lawn, Illinois 60453-2372

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VACANCY NOTICE SCHOOL YEAR 2026-2027

POSITION: 10 Month Part-Time Secretary (Academic Division Support)

REPORTS TO: Director of Curriculum and Division Chairs

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 a plus with regular translators receiving a stipend

KEY ACCOUNTABILITIES:

- Performs the usual routines and practices of an effective and efficient office
- Supports the operations of multiple academic departments and four division chairs
- Maintains textbook inventory and assists in distribution of materials
- Assists in the planning and execution of student testing events including ACT, AP, ACCESS, and Biliteracy
- Prepares budget and certification reports for MACS/CTE and Title III programs as directed
- Creates and distributes EL program notifications and periodic reporting related to ESL/bilingual programs
- Assists in the scheduling and record keeping of students identified for Tier 2 interventions
- Other duties as assigned

SALARY: The minimum for the 2026-27 school year is \$22.50 per hour. The anticipated work week is planned for 25 hours.

APPLICATION PROCESS: Apply online @ www.olchs.org. Early submission of materials is preferred. August 6, 2026 is the anticipated start date for this position.

CLOSING DATE: July 22, 2026

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