134 NORTH MAIN STREET
RED BUD, IL 62278

MONROE-RANDOLPH COUNTIES
ROE
REGIONAL OFFICE OF EDUCATION

SUPPORT@ROE45.NET
(618) 473-8945

RYAN MCCLELLAN
REGIONAL SUPERINTENDENT

JILL NOBBE
ASSISTANT SUPERINTENDENT

Job Title
Administrative Assistant, open to full or part-time depending on the candidate

Immediate Supervisor
Regional Superintendent of Schools and Assistant Regional Superintendent of Schools

Job Objective
Provide a friendly yet professional first impression of our office to the public whether it be verbal, written or in person. Work closely with other staff members to help the office run efficiently. Cross train in other positions and become familiar with all functions and requirements of our office.

Essential Tasks

- General Front Office duties
  - answer phones on a multi-line phone system including screening calls
  - greeting general public
  - scheduling appointments
  - opening and closing office
- Logging payments
- Data Entry
- Test Proctoring for ACT-Workkeys and Pearson Vue Assessments
- Learning basics of Illinois Teacher Licensure
- Fingerprinting
- Issue Work Permits
- Coordinating Student Services programs including but not limited to: Art du Jour, Art Festival, Young Authors and Spelling Bee
- GED transcript management
- Prepare purchase orders, letters, documents, and reports using Google Suite
- Travel as necessary for bank, post office and schools
- Assist other office personnel as needed and perform other duties as assigned

General Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must:

- Adapt to a fast-paced environment
- Prioritize multiple tasks and deadlines
- Be detailed oriented

- Be proficient in word processing, spreadsheets and mail merge. Google Suite experience preferred
- Have excellent communication skills including the ability to quickly establish a rapport with the public
- Establish and maintain effective working relationships with office staff

Education and/or Experience

- High school diploma or GED

Licensing or Certification Requirements

Valid driver's license and proof of automobile insurance

Salary/Benefits

Regionally competitive and commensurate with experience

Benefits dependent upon full or part-time employment:

Illinois Municipal Retirement Fund (IMRF)
Paid vacation, personal and sick days
Health Insurance/Annuity

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contract are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Monroe-Randolph Regional Superintendent of Schools) at the discretion of the employer, or as the needs of the employer and/or requirement of the job change. The Regional Superintendent of Schools explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential function does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Application Information

There is no formal application for the position. Candidates will be considered upon submitting a cover letter, a resume with salary requirements and references. Letters of recommendation are preferred.

The application deadline is September 18, 2026. **Applicants may be interviewed as applications are submitted, and the position may be filled prior to the application deadline.** Submit to the Regional Office of Education, Attn: Jill Nobbe, 134 N Main Street, Red Bud, IL 62278 or jnobbe@roe45.net. Questions regarding the responsibilities and duties may be directed to Jill Nobbe at 618-473-8945.

Equal Opportunity Employer

The Monroe-Randolph Regional Office of Education is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, gender, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above-listed items.