



SOUTH EASTERN SPECIAL EDUCATION

Serving Clay, Crawford, Jasper, Lawrence, and Richland Counties
Kim Kessler, Director

500 S. Scott Ave. Newton, IL 62448
618-455-3396 FAX 618-455-3134

March 3, 2025

Vacancy Notice

South Eastern Special Education has a vacancy for the **2025-2026** school year for the following position:

Technology Coordinator

Qualifications:

1. Associate's Degree in a technology or related field required. Bachelor's Degree preferred.
2. Database experience (i.e. setting up and supporting databases, retrieving data, etc.).
3. Ability to install and maintain technology devices.
4. Technology experience in an educational environment is preferred.
5. Software proficiency in working with Google Workspace, Educational Apps, etc.
6. Excellent analytical, problem-solving, interpersonal, and communication skills (written and verbal).
7. Strong work habits and ethics.
8. Ability to develop effective working relationships with administrators, staff, and school community.

Interested applicants should send a cover letter, transcript(s), and resume that includes three references by **March 28, 2025** to the attention of:

Kim Kessler, Director
South Eastern Special Education
500 S. Scott Ave.
Newton, IL 62448

Or e-mail to: kkessler@sese.org

[Collective Bargaining Agreement 2023-2026 with MOUs 7-31-2024](#)

[Employee Additional Information and Benefits](#)