



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

September 10, 2026

Vacancy Notice

Assistant Executive Administrative Assistant

South Eastern Special Education is seeking a highly organized, dependable, and detail-oriented individual to serve as an Assistant Executive Administrative Assistant. This position will work closely with the Executive Administrative Assistant and the Director to provide support across a variety of administrative, organizational, financial, personnel, and communication responsibilities. This position is designed to provide an opportunity for transition into the role of Executive Administrative Assistant as part of a planned succession plan.

The ideal candidate will possess excellent organizational skills and attention to detail, strong written and verbal communication skills, advanced proficiency with computer technology and platforms such as Google Workspace, ability to manage multiple priorities and meet deadlines, professionalism, dependability, flexibility, and the ability to work independently while also being a collaborative team member.

Interested applicants should send a cover letter and resume that includes three references to the attention of:

Kim Kessler, Director
South Eastern Special Education
500 S. Scott Avenue
Newton, IL 62448
Or e-mail to: kkessler@sese.org

Application Deadline: Friday, October 2, 2026

Salary will be determined based on education and experience, with consideration given to the [Licensed Educational Support Personnel Salary Schedule 2026-2029](#).

[Employee Additional Information and Benefits](#)