



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 5, 2025

Vacancy Notice

South Eastern Special Education has a vacancy for the following position:

Administrative Assistant

This vacancy is for a full-time position located at South Eastern Special Education in Newton, IL. Applicants must have the ability to communicate with others in an articulate and courteous manner, have a positive personality and an ability to maintain good working relationships with fellow employees. This position requires knowledge of computers, software programs, scheduling, data entry, phone skills, and other basic clerical functions. The preferred applicant should have prior experience as an administrative assistant. The position will cover a variety of needs within the office and will provide support to the Director, working to assure a smooth and efficient operation of the SESE Central Office.

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, September 26, 2025

[Collective Bargaining Agreement-2023-2026 with MOUs 7-31-2024 and 7-30-2025.pdf](#)

[Employee Additional Information and Benefits](#)