



# WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

Monica Girten, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | [www.wovsed.org](http://www.wovsed.org)

## Youth Service Coordinator Assistant

**Starting Date:** August 3, 2026

**Qualifications:** Associate Degree Preferred  
Secretarial Experience Required

### Basic Job Duties:

- Coordinate daily casework and maintain accurate transition data
- Assist Youth Service Coordinators with the distribution and gathering of documentation
- Prepare billing reports and state-mandated (ISBE) indicator) mailings
- Schedule Glassford Center visits and post-secondary tours
- Maintain office operations, including equipment troubleshooting and general staff support
- Participate in meetings and in-service training
- Handle student data with confidentiality
- Perform other duties as assigned

**Salary:** Based upon qualifications and experience

**Contract Length:** 200 days

### Application Process:

Please submit a letter of interest, transcripts, and current resume to:

Monica Girten, WOVSED Director  
800 South Division St., Norris City, IL 62869  
Fax: 618-378-3153