



**Hillsboro Community
Unit School District #3**

1311 Vandalia Road
Hillsboro, IL 62049

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David E. Powell, Superintendent

VACANCY NOTICE

Hillsboro Community Unit School District #3

May 11, 2022

Position:

10-month Coffeen Early Childhood Secretary

Job Description:

Performs secretarial duties, compiles student files and attendance records, answers telephone calls, and makes bank deposits.

Qualifications:

High School diploma, clean background check, previous secretarial experience, competency in the use of computer technology and software programs, good organizational skills, strong people and phone skills

Salary:

To be determined

Start Date: August 1, 2022

Submit: Application (found at hillsboroschools.net click on Human Resources)/Resume/Letters to:

Marci Gutierrez, Principal
Coffeen Early Childhood Center
200 School Street
Coffeen, Illinois 62017
E-mail to: mgutierrez@hillsboroschools.net
Phone: (217) 532-7822

Due By: Interviews will start immediately on a rolling basis until filled.

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.