



**Hillsboro Community
Unit School District #3**

1311 Vandalia Road
Hillsboro, IL 62049

Phone: (217) 532-2942
Fax: (217) 532-3137

David E. Powell, Superintendent

VACANCY NOTICE
Hillsboro Community Unit School District #3
January 9, 2024

Position:

Seasonal (9½ Month) Secretary at Hillsboro High School

Qualifications:

Strong organizational, time management, and communication skills; Basic knowledge of computers and database systems; Ability to efficiently prioritize and manage workload while responding with tact, diplomacy, and discretion in a high traffic office.

Job Description:

Manage student attendance records; initiate and answer phone calls; serve visitors; work with students and faculty; assist with other tasks e.g. events, programs

Start Date:

Immediately

Salary:

Per district current rate, includes 10 sick days and 2 personal days per year as well as paid holidays

Submit Application/Resume/Transcripts/Certificates/Letters to:

Patti Heyen, Principal
Hillsboro High School
522 E. Tremont
Hillsboro, IL 62049
E-mail to: pheyen@hillsboroschools.net
Phone: (217) 532-2841

Due Date: Open until filled

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