



**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
May 8, 2025

Position: Part-time Teachers Aide-Coffeen Early Childhood Center

License:

Current Para Professional Certification or willingness to obtain certification with district assistance.

Job Description:

Working with PreK age children in the classroom

Hours: 7:45am - 11:45am

Salary:

Per Teacher's Aide Contract Salary Schedule

<https://www.hillsboroschools.net/Page/7425>

Starting Date:

August 2025

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

Marci Gutierrez, Principal

Coffeen Elementary

200 School Street

Coffeen, Illinois 62017

E-mail to: mgutierrez@hillsboroschools.net

Phone: (217) 532-7822

Due By: June 3, 2025

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