



*District No. 131
Roscoe, Illinois 61073*

Kinnikinnick CCSD No. 131
Vacancy Announcement
Educational Support Personnel

March 21, 2019

1. Position: Elementary School Secretary
7:30 AM-4:00 PM
10 Months
\$12.00/hr and health benefits

2. Qualifications:

- Be able to provide exceptional customer service.
- Be able to work with children and adults.
- Be able to demonstrate proficiency in secretarial skills in Google Suite.
- Be able to use and maintain office equipment and supplies.
- Be able to work without direct supervision.

Experience in secretarial or school office positions preferred.

3. Application Deadline: April 12, 2019

Application Requirements

Submit hard copy of letter of interest, resume, reference letters and completed application form (www.kinn131.org) to Keli Freedlund, Superintendent, Kinnikinnick CCSD No. 131, 5410 Pine Lane, Roscoe, IL 61073.

Phone: 815/623/2837

Fax: 815/623/9285

Inquiries only. E-mail: kfreedlund@kinnschools.org