



*District No. 131
Roscoe, Illinois 61073*

Kinnikinnick CCSD No. 131
Vacancy Announcement
Educational Support Personnel
2022-2023

1. Position:

Stone Creek School Secretary
7:30 AM-4:00 PM
10 Months
\$13.00-\$15.00/hr plus benefits

2. Qualifications:

- High School Graduate
- Be able to work with children and adults.
- Be able to provide exceptional customer service.
- Be able to demonstrate strong computer skills and proficiency in general secretarial skills.
- Be able to work independently without direct supervision while meeting timelines
- Maintain and safeguard confidential information.

Experience in secretarial or school office positions preferred.

3. Application Deadline:

May 11, 2022

4. Start Date

August 2022

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