



*District No. 131
Roscoe, Illinois 61073*

**KINNIKINNICK CCSD NO. 131
VACANCY ANNOUNCEMENT
Educational Support Personnel**

1. POSITION:

Student Service Secretary

10-15 Hour work week - \$13.00/hr

- Flexible schedule between the hours of 8:00-4:00 PM
- School calendar

2. MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent

- Solid Macintosh computer/Google Apps and phone skills
- Ability to work independently as well as with others
- Ability to keep information confidential

3. APPLICATION DEADLINE:

Until filled

Application Requirements:

Candidates submit letter of interest, application and resume to Keli Freedlund, Superintendent, Kinnikinnick Community Consolidated School District No. 131, 5410 Pine Lane, Roscoe, Illinois 61073.

Email: kfreedlund@kinnschools.org

Phone: 815-623-2837, ext 6100

Fax: 815-623-9285