



MGS Job Vacancies

10/31/2023

Internal/External Posting

Metamora Grade School District #1 announces the following vacancy for the 2023-2024 school year:

Part Time Administrative Assistant

Expectations of the position include but are not limited to the following:

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, staff, students and parents of the school.
2. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
3. Ability to relate to students with respect, compassion, tact and understanding.
4. Ability to establish effective rapport and maintain effective working relationships with administrators, teachers, parents, and other staff members.
5. 5.75 working hours per day starting at \$15/hour. 9:45a-4:00p during the school year; plus summer hours.
6. Benefits: IMRF; sick and personal days

Posting Begins: 10/31/2023

Posting Ends: 11/10/2023

Please submit a resume and letter of interest to:

Mr. Tim Damery
Principal
815 E. Chatham
Metamora, IL 61548
tdamery@mgsredbirds.org

Position will be filled as soon as a suitable applicant is found. District #1 is an Equal Opportunity Employer