

JOB POSTING FOR STAUNTON COMMUNITY UNIT SCHOOL DISTRICT #6

April 16, 2024

The following position is available at Staunton Community Unit School District for the 2024-2025 School Year:

HIGH SCHOOL SECRETARY

JOB INFORMATION

****FULL TIME** BENEFIT ELIGIBLE****

Salary = Depends on Experience Contracted Days = 205 (10-month)

It is preferred that candidates have:

- Experience working with the public
- Effective communication skills
- Proficiency in utilizing a computer
- Ability to maintain clerical records and prepare reports for such records
- Utilized data management systems (Skyward & Frontline Absence Manager)
- Working Knowledge of Basic Office Procedures and Operation of Common Office Equipment including fax machines, copy machines, printers
- Such alternatives to the above qualifications as the Board of Education or administration may find appropriate and acceptable.

Closing Date: Open Until Filled

Interested applicants should submit a Letter of Application, Resume', and 3 Letters of Recommendation to:

Jennifer Baugh

Staunton CUSD #6

801 N. Deneen Street, Staunton, IL 62088

Telephone: (618) 635-2962

applications@stauntonschoools.org

Staunton Community Unit School District #6 is an Equal Opportunity Employer and School District who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression