



LE ROY JUNIOR - SENIOR HIGH SCHOOL

Jeff Baughman, LJSHS Principal

Steve Reschke, LPA Principal

BJ Zeleznik, High School Athletic Director

March 10, 2020

APPLICATIONS ARE NOW BEING ACCEPTED FOR THE FOLLOWING POSITION:

- POSITION:** Secretary - 10-month position
- LOCATION:** LeRoy Jr./Sr. High School
- HOURS:** 7:00 a.m. – 3:30 p.m., Monday through Friday
- START DATE:** July, 2020
- QUALIFICATIONS:** High School Diploma, or equivalent; a minimum of 1-3 years' experience in an office administration or related position; ability to communicate to students, parents and staff in an acceptable/ courteous manner; must have excellent oral and written communication skills to work with teachers, educational support personnel, building administrators and the general public; enforce school regulations and policies in a professional manner; ability to maintain good working relationships with fellow employees and students. Must have knowledge in Microsoft Office Suite, and have the ability to learn other software packages.
- STARTING PAY:** Per the Collective Bargaining Agreement.
- DEADLINE:** April 3, 2020 or until filled.
- APPLICATION CRITERIA:** Letter of Interest; Resume; and minimum of three letters of recommendation.
- CONTACT PERSON:** Mr. Jeff Baughman, Principal
LeRoy Jr./Sr. High School
505 E. Center St.
LeRoy, IL 61752
(309) 962-2911-phone
(309) 962-8421-fax
baughmanj@leroyk12.org