

NOTICE OF VACANCIES

Hamilton County Community Unit District No. 10 (618-643-2328) is seeking qualified applicants to fill the following positions:

Junior/Senior High School Principal – The District is seeking a qualified candidate able to serve as an instructional leader to fill the position of Junior/Senior High School Principal, with other district duties as assigned, beginning July 1, 2013. Employment will be for a 12-month contract with the complete salary and benefit package discussed with the successful candidate.

Applicants should forward a letter of application outlining specific administrative strengths and experience to: Jeff Fetcho, Superintendent, Hamilton County C. U. S. D. No. 10, 109 N. Washington Street, P. O. Box 369, McLeansboro, IL, 62859. The application packet must also include proof of Illinois certification (Type 75), as well as a resume and three professional references. Official university transcripts must also be provided. Applicants must also complete a **certified application form** (available at the unit office or at www.unit10.com, click on Employment link). **The deadline for receipt of all application materials is 3:00 p.m., Friday, April 12, 2013.**

Questions pertaining to the position should be directed to the Superintendent at (618) 643-2328, extension 6185.

High School Science Teacher for the 2013-14 school year. Proper Illinois Teaching Certification with Endorsements in General Science, Biology, Anatomy & Physiology is required.

Interested applicants should submit a complete set of credentials (letter of interest, **certified application form** (available at the unit office or at www.unit10.com, click on employment link), resume, transcript, certificate, 3 letters of reference) to: Jeff Fetcho, Superintendent, Hamilton County C. U. S. D. No. 10, P. O. Box 369, 109 N. Washington Street, McLeansboro, IL, 62859, by the **deadline of 3:00 p.m., Friday, April 12, 2013.**

Summer Workers – **Local college students** interested in athletic field work this summer should complete a **Summer Maintenance Application form** (available at the unit office only; not available on the website). Must be 18 years of age or older by June 1, 2013 to apply. **Deadline for receipt of applications is 3:00 p.m., Friday, April 12, 2013.**

Secretary – Dahlgren Elementary School – 10-month position beginning July 31, 2013. Qualifications - Excellent clerical, computer literacy, and communication skills. Ability to type 60 words/minute with one or less errors; ability to use word processing in MS Word; ability to create Excel spreadsheets in an office environment; and ability to use the internet to send and receive information, as appropriate. Office management experience preferred, including financial records management.

Interested applicants should complete a **non-certified** application form (available at the unit office or on-line at www.unit10.com, [click on Employment link](#)). The completed application form should be returned to: Jeff Fetcho, Superintendent, Hamilton County Community Unit No. 10, 109 N. Washington Street, P. O. Box 369, McLeansboro, IL, 62859, by the **deadline of 3:00 p.m., Tuesday, April 9, 2013.**

Secretary – East Side Elementary School – 10-Month position beginning July 24, 2013. Qualifications - Excellent clerical, computer literacy, and communication skills. Ability to type 60 words/minute with one or less errors; ability to use word processing in MS Word; ability to create Excel spreadsheets in an office environment; and ability to use the internet to send and receive information, as appropriate. Office management experience preferred, including financial records management.

Interested applicants should complete a **non-certified** application form (available at the unit office or on-line at www.unit10.com, [click on Employment link](#)). The completed application form should be returned to: Jeff Fetcho, Superintendent, Hamilton County Community Unit No. 10, 109 N. Washington Street, P. O. Box 369, McLeansboro, IL, 62859, by the **deadline of 3:00 p.m., Tuesday, April 9, 2013.**

Hamilton County Unit No. 10 is an equal opportunity employer.