

UNIT  
10

**HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10**

**804 Golf Course Road  
McLeansboro, Illinois 62859  
(618) 643-2328**

**NOTICE OF VACANCY**

CLASSIFICATION: Jr. High School Secretary – 10 Month Position

STARTING DATE: January 6, 2022

RATE OF PAY: As per contractual agreement

QUALIFICATIONS: Excellent clerical, computer literacy, and communication skills. Ability to type 35 words/minute with one or less errors; ability to use word processing in MS Word and Google Docs; ability to create Excel spreadsheets in an office environment; and ability to use the internet to send and receive information, as appropriate. Technical in-depth experience working with the Lumen Student Management System and ISBE Student Information System (i.e. system management, state reporting, etc.)

APPLICATION  
PROCEDURE:

Interested applicants should submit a letter of interest, resume, and complete a **non-certified** application form (available at the unit office or on-line at [www.unit10.com](http://www.unit10.com)). The completed application form, letter of interest, and resume should be returned to:

Jeff Fetcho, Superintendent  
Hamilton County Community Unit No. 10  
804 Golf Course Road  
P. O. Box 369  
McLeansboro, IL 62859

APPLICATION  
DEADLINE:

Open Until Filled

*In Search Of Excellence*