

UNIT
10

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

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

NOTICE OF VACANCY

CLASSIFICATION: Preschool Secretary – 10 Month Position

STARTING DATE: Mutually agreed upon date

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.

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). 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