

VACANCY ANNOUNCEMENT

District Administrative Assistant

Candidate must have strong organizational skills, computer/social media skills, a working knowledge of Microsoft and Google, communication skills, and ability to maintain confidentiality

Primary duties to include but not limited to all secretarial duties, hiring district substitute teachers, policy updating, running district reports, developing board reports and agendas, taking notes and minutes during administrative meetings, Regional Office of Education and Illinois State Board of Education Compliance, transportation secretarial duties, updating district social media platforms, and all personnel file updating.

Applicant willing to obtain a School Bus Driving permit will be prioritized but will not be required to apply.

Employment will be for 8 hours/day, Monday through Friday. Fringe benefits include Board contribution to single coverage health insurance, sick leave, vacation leave, and paid school holidays. Salary will be regionally competitive and determined upon review of final candidate

Interested candidates should submit a cover letter and resume via email to the district office. Position will close when qualified applicant has been identified.

Chris Clark, Superintendent
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