



MGS Job Vacancies

August 31, 2017

Metamora Grade School District #1 announces the following vacancy:

Secretary – Dean of Student's Office

Requirements:

- Office Management/Technology Skills (proficient in Word, Excel, Publisher, etc.)
- Ability to work effectively with all age groups of people
- Self-Motivated, and a Strong/positive communication skills
- Must maintain strict confidentiality

Posting Ends: Friday, September 15, 2017 – ***Or Until Position is Filled***

Please submit a letter of interest to:

Mr. Marty Payne
Superintendent, Metamora CCSD #1
815 E. Chatham
Metamora, IL 61548

**Position will be filled as soon as suitable applicant is found.
This is an internal posting only, for employees of MGS.**

District #1 is an Equal Opportunity Employer
