



MGS Job Vacancies

January 8, 2018

Internal/External Posting

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: January 22, 2018

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.

District #1 is an Equal Opportunity Employer
