

## **ASTORIA COMMUNITY UNIT SCHOOL DISTRICT #1**

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402 North Jefferson St. ~ Astoria, IL 61501 ~ USA  
Phone 309-329-2111 ~ Fax 309-329-2214  
Don L. Willett, Superintendent

### Job Posting: High School Secretary

Duties include, but not limited to: strong computer skills required; strong people skills, ability to problem solve and multi-task. Must work well with adults and students be dependable.

Hours 7:00am to 3:30pm Monday - Friday

229 workdays per year

\$15.75 per hour.

Health, dental, vision paid for by school district.

All federal holidays off

Start date: November 1, 2024

Interested persons please send: Letter of interest and resume to:

Don Willett  
Superintendent  
402 N. Jefferson St.  
Astoria, Illinois  
61501  
or  
[dwillett@acusd1.org](mailto:dwillett@acusd1.org)