

ASTORIA COMMUNITY UNIT SCHOOL DISTRICT #1

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

Job Posting:

Part time Elementary/Junior High Secretary

Duties include, but not limited to: answering phones and taking messages; able to work well with adults and young kids; strong computer skills required; dependable; and other duties as assigned.

Job time 12:00pm to 4:00pm daily

\$12.50 per hour.

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

Don Willett
Superintendent
402 N. Jefferson St.
Astoria, Illinois
61501

The Mission of Astoria Community Unit School District #1 is to provide the best possible learning environment for its students and to prepare these students to be life-long learners and productive members of society.