



WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

Monica Girten, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | www.wovsed.org

VACANCY NOTICE

Confidential Annex Secretary

Starting Date: August 2026

Qualifications: Associate Degree Preferred

Basic Job Duties:

- Handle and safeguard confidential information for staff, students, and families
- Answer and manage telephone calls, relay messages, and greet visitors with professionalism
- Maintain accurate records, logs, and itineraries for staff, including sign-in/out sheets, weekly reports, and sick days
- Manage and maintain confidential student and staff records; coordinate requests with the Records Clerk as needed
- Operate office equipment efficiently and maintain organized office systems
- Assist with breakfast and lunch programs, including meal ordering and entering data into state systems
- Exhibit proficiency in technology, including Google products, Microsoft products, and student information systems
- Assist with supervision of students as needed
- Support the Annex Principal and Assistant Director with confidential tasks and other assignments as required

Salary: Based on experience

Contract Length: 195 days

Application Deadline: Until position filled

Application Process: Please submit a letter of interest and resume to:
Jennifer Butler, Assistant Director
800 South Division, Norris City, IL 62869
Fax: 618-378-3153