

Illini West HSD #307 is looking for a full-time Principal's Secretary. Applicants need to have a high school diploma or GED and one year previous office experience. Computer skills and basic office skills are very important for this position. Salary is based on the collective bargaining agreement. EOE. Please send letter of interest and resume to:

Mr. Jim Short, Principal

Email: short.jim@illiniwest.org
Illini West High School
600 Miller Street
Carthage, IL 62321