

NIPPERSINK SCHOOL DISTRICT 2

**4213 US Highway 12
Richmond, IL 60071**

Announcement of Vacancy

Special Education Secretary and Support to School Improvement Department

Nippersink School District 2 in Richmond/Spring Grove, Illinois, a progressive K-8 district of 1200 students located in northeastern McHenry County, is seeking a full time **10 month** Special Education Secretary for the 2015-16 school year..

Certification

High School graduate supplemented by college-level courses in secretarial science or related fields: or any equivalent combination or experience and training that provide secretarial knowledge, abilities, and skills

Salary

According to the negotiated agreement between the Nippersink Board of Education and Richmond Spring Grove Education Association

Deadline for Application

June 19, 2015

Application Procedures

Apply online at www.mchenry.k12.il.us
(Employment link, view vacancies) or direct letters of application, resume, letters of reference and other appropriate documents to:

Mrs. Rachel Keesey, Assistant Director of Special Education
Nippersink School District 2
4213 US Highway 12
Richmond, IL 60071
Phone: 815-678-6866
Fax: 815-675-0413
Email: rkeesey@nsd2.com