

Duties

To assist the building principal with clerical responsibilities associated with/but not limited to students records, attendance and procedures/school secretarial responsibilities

Qualifications

Skills and experience with clerical responsibilities

Salary/Benefits

Per the Negotiated Contract

How to Apply**Send Applications to:****Send Application to:**

Venita Dennis

Principal LJ Stevens Intermediate School

221 Ryan Street

Wilmington, IL 60481

vdennis@209u.net

Email Address

vdennis@209u.net

School District

<https://www.wilmington.will.k12.il.us/>

Position Website

<https://www.wilmington.will.k12.il.us/>

City Website

<https://www.wilmington-il.com/>

ILearn Link

[ILearn](#)

Report Card Link

[District Report Card](#)

Job Posting Date

1/11/2022

Start Date

8/1/2022