



MIDWEST CENTRAL CUSD #191

1010 S. Washington Street, Manito, IL 61546-8903 phone 309.968.6868 fax 309.968.7916

Dr. Todd A. Hellrigel, Superintendent

MIDWEST CENTRAL COMMUNITY UNIT SCHOOL DISTRICT # 191 ANNOUNCES THE FOLLOWING VACANCY

Board of Education Recording Secretary

Primary Responsibilities:

- Attends all board meetings and takes minutes
- Maintains filing system for all BOE minutes
- Prepares a meeting report to be sent to news media and forwards to news media
- Posts BOE approved minutes to the District website
- Perform other related duties as assigned by BOE or Superintendent

Qualifications:

- Being efficient in taking and transcribing oral dictation
- Secretarial experience preferred
- Ability to use Microsoft Word, email, and other technology
- Ability to maintain a high level and standard of confidentiality

INTERNAL APPLICANTS

Please submit the following to:
Dr. Todd Hellrigel, Superintendent

1. Letter of Interest emailed to toddh@midwestcentral.org

EXTERNAL APPLICANTS

Please submit the following to:
Dr. Todd Hellrigel, Superintendent

1. Letter of interest
2. Resume
3. To apply for this position, you MUST complete an application which can be found at:
www.midwestcentral.org

Deadline to Apply: 8/10/2018

****MIDWEST CENTRAL IS AN EQUAL OPPORTUNITY EMPLOYER.****



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www.MidwestCentral.org

BOARD MEMBERS

Mark Berg, *President* • Craig Gathmann, *Vice President* • Melinda Beebe • John Breedlove • Heather Friedrich • Brad Jockisch • Torey Sledge