

# West Carroll Community Unit School District No. 314

Craig A. Mathers, Superintendent  
801 South Street  
Thomson, Illinois 61285  
Phone (815) 259-2735 Fax (815) 259-3561

West Carroll Primary School  
West Carroll Intermediate School  
West Carroll Middle School  
West Carroll High School

May 2, 2012

## REVISED

### NOTICE OF DISTRICT VACANCIES

2012 – 2013 SCHOOL YEAR

### WEST CARROLL HIGH SCHOOL

Building Secretary or Office Clerical Aide  
(220 days per year) (180 days per year)

Needs of the position will be determined by the administration.

#### Qualifications:

- Organizational skills to assist with scheduling of activities, officials, bussing, record keeping, and other office duties as assigned.
- Excellent interpersonal skills and the ability to communicate to many people through personal contact, phone calls, or emails.
- Proficiency with software programs Skyward, Athletics 2000, Arbiter, EXCEL, and Word.
- Ability to type 80 wpm without errors.

#### Extra-curricular

Golf Coach  
Assistant Softball Coach  
Assistant Football Coach

Please send letter of interest and/or credentials to:

Craig Mathers, Superintendent  
West Carroll Business Office  
801 South Street, Thomson, IL 61285

Application Deadline: Tuesday, May 15, 2012