



BOARD OF EDUCATION
Lucilla Davilla

MARQUARDT SCHOOL DISTRICT 15
Superintendent of Schools

NOTICE OF VACANCY

The Marquardt Schools, District No. 15 is accepting applications for Substitute Secretaries.

| Position | Requirements |
|------------------------------------|---|
| <i>Substitute Secretary</i> | <ol style="list-style-type: none">1. Proficiency in basic computer software2. Working knowledge of basic office procedures and the operation of common office equipment3. Excellent interpersonal communication skills4. Effective verbal and written communication skills |
| | Sub rate of pay \$20.00 per hour |

The Marquardt Schools are an equal opportunity employer, located north of Route 64, south of Route 20, and west of Route 53. Parts of Lombard, Addison, Bloomingdale, and Glendale Heights exist within District boundaries.

Please fill out an on-line application through our website at www.d15.us or contact:

Dr. Rovel Pollock
MARQUARDT SCHOOL DISTRICT NO. 15
1860 Glen Ellyn Road
Glendale Heights, IL 60139
Phone: (630) 469-7615 x 1111

District 15 is an equal opportunity employer and a culturally diverse district. We do not discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability, unfavorable military discharge, or any other unlawful basis in the recruitment, selection, or employment of its employees.