



**BOARD OF EDUCATION**  
Lucilla Davila

**MARQUARDT SCHOOL DISTRICT 15**  
Superintendent of Schools

## NOTICE OF VACANCY

The Marquardt Schools, District No. 15, DuPage County, announces the following ***Substitute Secretary*** position available for the 2024-2025 school year.

Position	Requirements
<b><i>Substitute secretary for the District Office</i></b>	<ul style="list-style-type: none"><li>• Proficiency in basic computer software</li><li>• Working knowledge of basic office procedures and the operation of common office equipment</li><li>• Excellent interpersonal communication skills</li><li>• Effective verbal and written communication skills</li><li>• Hours: 8-430pm M-Fri</li><li>• Substitute rate of pay: \$20/Hr</li><li>• Bilingual Preferred</li></ul>

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](http://www.d15.us) or contact:**

Dr. Rovel Pollock  
Marquardt School District 15  
1860 Glen Ellyn Road  
Glendale Heights, IL 60139  
RPollock@d15.us

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.