

NIPPERSINK SCHOOL DISTRICT 2

**4213 US Highway 12
Richmond, IL 60071**

Announcement of Vacancy

**School Secretary
10 month position**

Nippersink Middle School

The Nippersink School District 2 in Richmond/Spring Grove, Illinois, is seeking a 10 month per year School Secretary for Nippersink Middle School, a 6th-8th grade building of 390 students.

Salary

Per terms of the collective bargaining agreement.

Start Date

May 17, 2021

Deadline for Application

May 7, 2021

Application Procedures

Apply online at www.mchenry.k12.il.us (Employment link, view vacancies) or direct letters of application, resume, letters of reference and other appropriate documents to:

Mr. Tim Molitor, Principal
Nippersink Middle School
10006 Main St.
Richmond, IL 60071
tmolitor@nsd2.com
Phone: 815-678-7129
Fax: 815-678-7210