



**PEKIN**  
COMMUNITY  
HIGH SCHOOL  
DISTRICT 303

320 Stadium Drive, Pekin, IL 61554



**Carla J. Schaefer**, *Director of Business Operations*

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## NOTICE OF PERSONNEL OPENING

**POSITION:**

**Clerical Substitute**

**REPORTS TO:**

Principal

**QUALIFICATIONS:**

Computer skills and general clerical skills

**SALARY:**

\$12.00/hour

Interested candidates should upload all materials to the attention of Carla J. Schaefer, Director of Business Operations. A letter of interest, resume detailing educational background and experience.

**ON-LINE APPLICATION LINK:**

<http://www.applitrack.com/pekinhigh/onlineapp/>

*February 1, 2022*

*An Equal Opportunity Employer*

[www.pekinhigh.net](http://www.pekinhigh.net)



## WHY JOIN THE PCHS TEAM?

Our top-notch educators function as a large family, and our vibrant, positive culture is dedicated to the success of all students.

Our extensive programs and courses connect to the ever-changing world and prepare students for post-high school pursuits in college, training, careers, and military.

Various student programs serve our school and community while providing training for our students, including an in-house daycare/preschool for employees' children (ages 6 weeks through Pre-K), a restaurant within the school where you can have lunch or plan a cross-curricular culinary experience, an automotive program where you can have your car serviced, a graphic design class that can create your brochures or posters, and many more.

We are a 1:1 school, and we strive to offer the most effective technology to benefit instruction and ensure digital citizenship.

We offer support for teachers new to PCHS in the form of peer mentorships, instructional coaching, and a wide variety of professional development opportunities.

We are financially stable, consistently earning ISBE's highest financial profile recognition status.

*Learn more by watching our informational video and following PCHS on social media!*

<https://www.youtube.com/watch?v=3ASpAhkl7fc>

