



**Joe Franklin, Director of Human Resources**

501 Washington Street ♦ Pekin, Illinois 61554 ♦ 309/477-4740 ♦ Fax 309/477-4701 ♦ e-mail [joe.franklin@pekin108.org](mailto:joe.franklin@pekin108.org)

**PEKIN PUBLIC SCHOOLS DISTRICT 108 ANNOUNCES THE FOLLOWING  
FOR THE 2023-2024 SCHOOL YEAR:**

**Substitute Secretary  
District Wide**

**Qualifications:**

- Office clerical experience
- Ability to maintain self-control and complete tasks with frequent interruptions
- Excellent public relations skills including courteous, tactful and good verbal communication skills
- High school diploma

**APPLICANTS:**

**PLEASE SUBMIT THE FOLLOWING TO:**

**Mr. Joe Franklin  
Director of Human Resources  
501 Washington Street  
Pekin, IL 61554**

1. Online Application
2. Copy of Illinois paraprofessional license
3. Completed New Substitute Paraprofessional application packet available from our website:  
<http://www.pekin.net/education/components/scrapbook/default.php?sectiondetailid=16405>

**To apply for this position you MUST complete an online application. Please visit our website at:**  
<http://www.pekin.net/education/school/school.php?sectiondetailid=9148&>

District 108 is an equal opportunity employer  
For questions or further information, please call 477-4740.