

**Notice of Vacancy
Cerro Gordo CUSD #100**

Position: Elementary Secretary

Cerro Gordo CUSD #100 seeks to hire an individual for the 2026-2027 school year to work in the elementary office to assist with the day to day operations of the elementary school.

Qualifications: Experience in a school district office or human resources experience preferred, but not required. The ideal candidate is a team player, able to multi-task, has a strong work ethic and attendance, is trustworthy, has a positive attitude and the ability to keep things confidential.

Job Description: day to day operations of the school, accounting and bookkeeping, attendance, arranging transportation for trips, time keeping, registration, student records, state reports and grants, putting together the yearbook, ordering supplies, making copies and lamination, phone etiquette

Salary/Benefits: Salary commensurate with experience and qualifications. Full time employees qualify for district paid health insurance, life insurance and IMRF (minimum start \$17.50 per hour)

Hours: 7:30 AM-3:30 PM when school is in session; 10 days before and 10 days after the school year

Job Posted: 03/31/26

Application Deadline: Until filled

To Apply: Please send resume and application to:

Jodi Neaveill
209 South Monroe
PO Box 66
Cerro Gordo, Illinois 61818
jneaveill@cgbroncos.org
217-762-2551 ext. 1301

Applications are available at www.cgbroncos.org; Unit Office—Employment Opportunities

As an equal opportunity employer, Cerro Gordo CUSD #100 complies with Federal and State laws prohibiting discrimination in employment. Cerro Gordo CUSD #100 makes all employment-related decisions without regard to race, color, religion, sex, creed, national origin, ancestry, disability, marital or veteran status, sexual orientation, pregnancy, or other unlawful considerations.

