



MID-STATE SPECIAL EDUCATION

202 Prairie St; PO Box 46
Morrisonville, IL 62546
PH (217) 526-8121; FAX (217) 526-8205
www.midstatespec.org

STRONGER TOGETHER SUPPORTING ALL STUDENTS

VACANCY POSTING

Mid-State Public Day School Secretary Position

2025-26 SCHOOL YEAR

Mid-State Special Education is seeking a qualified candidate to complete the job duties of a Mid-State Special Education Public Day School Secretary. The location of this position will be at 1500 W. Jefferson in Vandalia, IL. A letter of application and current resume should be sent to Bobbi Fisher, Director, PO Box 46, Morrisonville, IL 62546 or to bobbi.fisher@midstatespec.org.

Qualifications:

- High School Diploma or equivalent required
- A minimum of 3 years' experience in office administration with public board support preferred
- Expertise in Microsoft Office programs and experience with student data systems preferred
- Excellent interpersonal, communication, organizational and time management skills

Job Summary:

The Public Day School Secretary will assist in the operations of the Public Day School. Applicants should be proficient in Microsoft programs, email, and have experience with or be willing to learn how to use student information programs, IEP on-line programs, develop and edit documents and spreadsheets, and general office equipment. The applicant should be positive, compassionate towards students with disabilities, and be a positive team player.

Terms of Employment: Starting August 1, 2025, the position will be 200 days. Salary will be depend on experience, with an hourly rate range between \$18-\$24. The daily hours will be from 8:00-4:00. Benefits include sick and personal days, insurance contribution, and contribution towards IMRF. Other benefits include retirement incentives, mentoring, and professional development opportunities to be successful in your position.

Deadline for Applying: This position will remain open until filled. Posting date: 4/15/2025.

*Mission: Everyone, in every position, at Mid-State Special Education
is focused upon student achievement and well-being.*