

VACANCY REPORT
Bond County Community Unit School District No. 2
Greenville, Illinois

September 13, 2021

POSITION	CERTIFICATE NEEDED	BEGINNING DATE	CLOSING DATE FOR APPLICATIONS
Paraprofessionals (needed at all levels Pre-K through 12th Grade)	<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • At least 19 years of age • 1 of the Following: <ul style="list-style-type: none"> ○ Associate's degree or higher ○ 60 semester hours of coursework ○ High School Diploma or GED and a score of 460 or higher on the ETS Parapro ○ High School Diploma or GED and the following scores on the ACT Workkeys: <ul style="list-style-type: none"> ▪ Applied Mathematics/Applied Math (with a score of 4) ▪ Reading for information/Workplace Documents (with a score of 4) <p>*Notes:</p> <ul style="list-style-type: none"> • Paraprofessional licenses are valid for 5 years, and may be renewed with the payment of registration fees. • If you hold a Paraprofessional License and have a Bachelor's Degree on file, you are qualified to be a substitute teacher. <p>Coursework must be at the 100-level or higher from a regionally accredited college or university.</p>	ASAP	September 30, 2021
Anticipated Food Service Kitchen Manager	<ul style="list-style-type: none"> • ServeSafe Certification • Minimum 1 year experience cooking in a food service establishment • Minimum 1 year in customer service/hospitality role – Service Oriented • Working knowledge of all kitchen functions and equipment. • Must be able to read and comprehend instructions, correspondence and memos • Must be able to communicate effectively, orally or in writing – able to write simple correspondence and memos • Able to add, subtract, multiply and divide in all unites of measure. Able to adjust recipes according to production needs • Able to identify and resolve food service and customer relationship issues • Supervisory experience, helpful <p>Hourly wage: As per contract</p>	ASAP	September 30, 2021
Girls Head Track Coach (GHS)	Teaching Certificate or ASEP Certification required.	January, 2022	September 30, 2021
Girls Assistant Soccer Coach (GHS)	Teaching Certificate or ASEP Certification required.	January, 2022	September 30, 2021
Anticipated Girls Assistant Softball Coach (GHS)	Teaching Certificate or ASEP Certification required.	January, 2022	September 30, 2021
Volleyball Coach (POC)	Teaching Certificate or ASEP Certification preferred, but not required.	ASAP	September 30, 2021
School Bus Drivers	Bus Driver's License Type SBP or willing to train and get.	ASAP	Ongoing search

Applications may be accessed online at www.bccu2.org and emailed along with resume, letter of interest, photo copies of transcripts, Illinois teaching certificate (if applicable), and letters of recommendation, to elaesch@bccu2.org, or mailed to Bond County CUSD # 2, Supt. Wes Olson, 1008 North Hena Street, Greenville, IL 62246.

Bond County Community Unit School District #2
Wes Olson, Superintendent

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POSITION	CERTIFICATE NEEDED	DUTIES	BEGINNING DATE	CLOSING DATE FOR APPLICATIONS
Anticipated Transportation Administrative Assistant	Knowledge in Microsoft Excel, and Google Docs and Sheets preferred; Student Management Software knowledge a plus. Willing to learn Transportation software program. Position will be 6.5 hours per day, from 10:30 am to 5:00 pm, with a 30 minute lunch break. 200 days per year. Hourly wage: as per Non-Certified contract.	Responsible for maintaining records and submitting reports for the transportation department; assisting with scheduling and assigning bus routes; and acting as a liaison with parents. Other duties as assigned by the Transportation Director and/or Superintendent.	ASAP	September 30, 2021
Anticipated Accounts Payable/District Administrative Assistant	Knowledge in Microsoft Excel/Google Sheets and Google Docs required. Associates or Bachelor's degree with Business/Accounting experience preferred, but not required. Willing to learn financial software program. Position will be 7.5 hours per day, from 8:00 am to 4:00 pm, with a 30 minute lunch break. 260 days per year. Compensation will be an hourly rate based on qualifications and experience.	Responsible for purchasing and receiving, purchase orders, making deposits, and writing checks for both the District account and the school activity accounts. Grant preparation and reporting. Other duties as assigned by the Superintendent and/or Business Manager.	ASAP	September 30, 2021

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Wes Olson, Superintendent