

VACANCY NOTICE

*The Orion Community Unit School
District #223 is an
Equal Opportunity Employer*



Position: Full-Time Secretary/District Sub Caller (*Anticipated*)

School: High School

Qualifications:

- Excellent communication and customer service skills
- Ability to multitask effectively in a fast-paced office environment
- Proficient computer skills
- High School Diploma/GED

Application Process:

- Letter of interest
- Resume
- Completed application form (www.orionschools.us)

Salary: \$16.35 per hour

Start Date: As soon as possible

Apply To:

Nathan DeBaillie, Principal
Orion High School
1100 13th Street, P.O. Box 39
Orion, IL 61273

Application Deadline: October 16, 2026