**Orchard Prairie School District #123**

Job Opening:

***Substitute Secretary***

*This position will substitute for regular district secretaries. Responsibilities include general secretarial and receptionist duties and other duties as assigned. The rate of pay for this position is DOE. Interested parties please contact:*

*Joseph Beckford*

*jbeckford@orchardprairie.org*

*Heather Roark*

*hroark@orchardprairie.org*