CLOQUET PUBLIC SCHOOLS
JOB POSTING

POSITION:
• Full Time Head Secretary (10 months – 210 days/year)

• Churchill Elementary School is accepting applications for a Full Time Head Secretary (10 months – 210 days/year).

Internal Candidates should submit:
1. Letter of Interest
2. Resume
3. Two (2) Letters of Reference

External Candidates should submit:
1. Letter of Interest
2. Resume
3. District Application, two (2) signed letters of reference, which can be included with the District Application

Applications for this position will be accepted until:
• Internal applications Until Tuesday, December 1, 2020
• External applications Until Tuesday, December 8, 2020

Please submit your completed application folder to:

David Wangen, Principal
Churchill Elementary School
515 Granite Street
Cloquet, MN 55720

Internal and External Posting Date – November 24, 2020
Board Approval Date – November 23, 2020