

**SPARTA COMMUNITY UNIT DISTRICT NO. 140  
SPARTA, ILLINOIS  
ANNOUNCES  
POSITION VACANCY  
2025-2026**

**POSITION TITLE:** 10-month (217 days) Secretary at  
Sparta Lincoln School

**POSITION QUALIFICATIONS:** General Clerical Duties  
Ability to Handle Confidential Materials  
Daily Lunch Account Balancing  
Substitute Management  
General Knowledge of:  
Microsoft Office and Quicken  
Customer Service Skills

**ANTICIPATED STARTING DATE:** May 1, 2025

**LENGTH OF POSITION:** 2025-2026 School Year

**APPLICATION DEADLINE:** March 21, 2025

**SALARY:**  
[https://www.sparta140.org/\\_files/ugd/63dffa\\_90a25a7bb4864c4b835c8f4dc47a4188.pdf](https://www.sparta140.org/_files/ugd/63dffa_90a25a7bb4864c4b835c8f4dc47a4188.pdf)

**APPLICATION PROCEDURE:** Send Letter of Application and Resume to:  
  
Mr. Chris Miesner  
Superintendent  
Sparta CUSD #140  
203B Dean Avenue  
Sparta, IL 62286  
[hdierks@sparta140.org](mailto:hdierks@sparta140.org)  
<https://www.sparta.k12.il.us/district-forms>

**DATE POSTED:** March 7, 2025