

"LITCHFIELD AREA JOB POSTINGS"

7/2/2026

Compliments of Your Litchfield Job Center

"You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face."

Eleanor Roosevelt – Inspires resilience and personal growth

CITY OF HILLSBORO JOB POSTING

The Hillsboro Police and Fire Board is establishing a 2 year hiring list for full time and part-time police officers for the Hillsboro Police Department with an immediate open position. Applicants must be 21 years of age at the time of hire. Applicants who have a minimum of 35 hours of college credit hours or previous military or law enforcement experience will be given preference. Applicants must have a valid driver license and be open to a background investigation. Applicants who are already certified as a full/part time police officer will be given preference during the hiring process. The applicant must be able to pass a physical exam, written exam, and oral interview stage. Those who wish to apply may obtain an application from Hillsboro City Hall or online at hillsboroillinois.net. Applications and/or Resumes must be turned in to Hillsboro City Hall or to the Hillsboro Police Department. Any questions regarding the opening should be directed to Chief Randy Leetham at 217-532-6120 or by email at leetham@hillsboroil.gov.

Starting base salary for police officers: \$49,327.20; \$54,808 after one year.

Benefits include health insurance for the employee and family, retirement, vacation time, sick time, and other benefit time. The City offers lateral transfer incentives for applicants with prior law enforcement experience/training. Officers with a minimum of three years of continuous full-time experience at the same department will receive the five-year longevity benefit time and pay to start, three weeks of paid vacation and a base salary of \$55,536.

NETWORK SYSTEM ADMINISTRATOR

The Montgomery County Information Services Office is seeking an experienced full time Network System Administrator. Starting salary range is \$75,000-\$85,000 based on experience and expertise, plus benefits including health insurance, retirement, and paid time off. Interested applicants should send Application, Resume, Copy of Certificates, Letters of Recommendation and Inquiries to:

Montgomery County – Attn: Curtis Watkins:
ISEmployment@montgomerycountyl.gov

For full job description and application go to:
<https://montgomerycountyl.gov/information-services-employment/>

CITY OF LITCHFIELD is Hiring a DIRECTOR OF PUBLIC WORKS

This position will be responsible for the management, administrative, operational, and supervisory functions of all Public Works divisions to include the water treatment facility and distribution system, the wastewater treatment facility and collection system, the street division, and the lake division.

This position's starting pay is \$95,000-\$110,000. Benefits include IMRF retirement, health, dental, vision insurance and additional coverage options. Residency within 40 miles of the intersection of State and Union is required within 180 days of hire.

To apply for the position, please visit www.cityoflitchfieldil.com or go to City Hall, 120 E. Ryder. Additional information can be provided by contacting the Mayor's Office at 217-324-8151. The position will be open until it is filled.

ADMINISTRATIVE ASSISTANT

The Litchfield Park District is seeking a part time (20 hrs/week) Administrative Assistant. The position requires the successful candidate to work with the public on a daily basis. Applicants must have a working knowledge of QuickBooks, Excel, Word and other computer applications. Applicants need to submit a resume and cover letter by July 17, 2026, To: Litchfield Park District c/o Steve Bryant, P.O. Box 424, Litchfield, IL 62056 or drop it off at the Litchfield Community Center, 1100 S. State Street, Litchfield.

VACANCY NOTICE

Hillsboro Community Unit School District #3

Position: Junior High School Assistant Principal
Certificate: Professional Educator License with Principal or General Administrative endorsement.

Job Description: The Assistant Principal will work with the building principal to support students and staff and be visible in the learning community. This position requires strong organizational, communication, and leadership skills to support the educational mission of the school and district.

Start Date: August, 2026

Salary: The salary will be regionally competitive range at \$65,000 to \$90,000 based on experience and contract negotiations.

Submit Resume/Transcripts/Certificates/Letters to: Supt. Hope McBrain, Hillsboro CUSD #3, 1311 Vandalia Rd., Hillsboro, IL 62049; email: hmcbain@hillsboroschools.net; Phone 217-532-2942.

Due By: July 13, 2026

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

Employment

CAREGIVER: Seeking in home caregiver for approximately 27 hours/week, Monday thru Friday days. Experience preferred but will train the right person. Must be dependable. Serious inquiries only. Located in Raymond. 217-246-5673.

VACANCY NOTICE
Hillsboro Community Unit School District #3

Position: General Science Teacher/HHS

Overview: Hillsboro High School is seeking a dedicated and engaging General Science Teacher to join our team. The ideal candidate will inspire students to explore scientific concepts, develop critical thinking skills, and apply their learning to real-world situations. This position involves teaching a range of science courses at the high school level and fostering a positive, inclusive classroom environment.

Qualifications: Valid Illinois Professional Educator's License with endorsement to teach Secondary Science.

Salary/Benefits: Starting salary for 25-27 school year as per schedule agreement with Hillsboro Unit Educators Association. **Exclusive Bargaining Contracts / 2024-2028 HUPA Contract.** Benefits include health insurance, tuition reimbursement, and district-paid TRS contribution.

Application Due Date: Open until filled

Start Date: August 2026

How to Apply: Please email a letter of interest, district application (see website), resume, 3 letters of references, and transcripts to bliss@hillsboroschools.net or mail to Blake Upm, Principal, Hillsboro High School, 522 E. Hampton St., Hillsboro, IL 62049; 217-532-2841

We do not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, age or handicap.

VACANCY NOTICE
Hillsboro Community Unit School District #3

Position: Full-Time Special Education Teacher-Beckemeyer Elementary.

Duties: Responsibilities include working with student accommodations, writing IEPs, managing classroom behavior, developing differentiated instruction for diverse needs, teaching/co-teaching in instructional classes and general education classes. Effective communication and strong collaboration skills with other professionals are essential to this position.

Qualifications: Proper Illinois license and endorsements for working with students with special needs at the elementary school level.

Starting Date: August 2026

Salary: Per teachers' Salary Schedule/Labor Contract.

Exclusive Bargaining Contracts / 2024-2028 HUPA Contract.

Submit Application/Resume/Transcripts/Certificates/Letters to: Zach Frailey, Principal, Beckemeyer Elementary School, 1035 Seymour Ave., Hillsboro, IL 62049; Fax: 217-532-5142; E-mail to: zfrailey@hillsboroschools.net; Phone: 217-532-6994.

Due Date: Open until filled

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

VACANCY NOTICE
Hillsboro Community Unit School District #3

Position: Special Education Support Personnel (Aide) Junior High

Qualifications: Illinois Para Professional License willingness to obtain certification with district assistance.

Job Description: Support Junior high students identified with physical, mental, and developmental disabilities, providing academic and/or physical assistance. Assist students with self-care, hygiene and feeding as necessary.

Salary/Benefits: In accordance with Teachers Aide Contract Salary Schedule <https://www.hillsboroschools.net/school-board/exclusive-bargaining-contracts/teaching-assistants>

Please submit Application, Resume, Transcripts, Certificates, Letters to: Adam Haston Principal, Hillsboro Junior High School, 909 Roundtree Street, Hillsboro, IL 62049; E-mail to: ahaston@hillsboroschools.net; Phone: 217-532-2841.

Applications are available at: 1311 Vandalla Rd., Hillsboro, IL 62049.

Due Date: Open until filled

We do not discriminate against any employee or applicant for employment because of race, religion, sex, national origin, age or handicap.

VACANCY NOTICE
Hillsboro Community Unit School District #3

Position: Full-Time Special Education Teacher-Junior High

Duties: Responsibilities include working with student accommodations, writing IEPs, managing classroom behavior, developing differentiated instruction for diverse needs as well as teaching/co-teaching in instructional classes and general education classes. Organization and timeliness as well as effective communication and strong collaboration skills with other professionals are essential to this position.

Qualifications: Illinois Professional Educator's License and LBS 1 Endorsement or willingness to attain.

Starting Date: Anticipated August 2026

Salary/Benefits: In accordance with Teacher's Salary Schedule/Labor Contract <https://www.hillsboroschools.net/Page/1190>

Please submit Application, Resume, Transcripts, Certificates, and Letters of Recommendation to: Adam Haston Principal, Hillsboro Junior High School, 909 Roundtree Street, Hillsboro, IL 62049; E-mail to ahaston@hillsboroschools.net; Phone: 217-532-2841.

Due Date: Open until filled

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VACANCY NOTICE
Hillsboro Community Unit School District #3

Position: Part-Time Teacher's Aide - Coffeen Early Childhood Center

License: Current Para Professional Certification or willingness to obtain certification with district assistance.

Job Description: Working with PreK-age children in the classroom

Hours: 7:45 a.m. - 11:45 a.m.

Salary: Per Teacher's Aide Contract Salary Schedule <https://www.hillsboroschools.net/Page/7425>

Start Date: August 2026

Submit Application/Resume/Transcripts/Certificates/Letters to: Marci Gutierrez, Principal, Coffeen Early Childhood Center, 200 School St., Coffeen, IL 62017; E-mail to: mgutierrez@hillsboroschools.net; Phone: (217) 532-7822

Due By: July 10, 2026

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.