

Sauk Prairie School District – Job Posting



MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
FROM: Brent Richter, Business Director
DATE: June 12, 2018
RE: Middle School At-Risk Teaching Assistant
POSTING: Regular

Position Details:

Position Type: At-Risk Teaching Assistant
Posting Date: June 12, 2018
Position Title: Regular Educational Assistant
Location: Middle School
Employment terms: School year, 7 hrs/day
Starting Wage: \$12.13 / hour

Application requirements:

1. Online cover letter required. This is a second step and must be completed after you submit your application
2. No paper applications or letters will be considered
3. **Apply Now:** at WECAN <https://wecan.education.wisc.edu/>

Essential Functions:

1. Work under direction of counseling staff and teacher teams to help at-risk students succeed
2. Work with students in areas of Math, English, Social Studies and Science, organization, and motivation

Qualifications:

1. High School diploma or equivalent
2. Ability to properly handle confidential matters, emergency situations and work in a positive manner with students, staff and the community
3. Self-motivated individual who is able to complete tasks on time
4. Very good interpersonal communication skills
5. Computer skills, including but not limited MS Word, MS Excel, Google Apps; Skyward experience preferred
6. General secretarial and clerical skills
7. Obtain emergency medical training and other job related training and/or certifications as required

Dates:

Job Starting Date: August 2018
Application Closing Date: Sunday, July 1, 2018

District Notes: 1. Webpage posting 2. WECAN 3. SP Star week 4. Chamber listing.

Sauk Prairie Newspaper Description:

Sauk Prairie School District: At-Risk Teaching Assistant: Sauk Prairie Middle School is looking for an individual who is able to work with at-risk students. 35 hrs/week, school year only, \$12.13/hr. The hours will be determined based on what is best for the students. This position requires an individual who has excellent communication, organizational, and core academic skills (Math, English, Social Studies and Science) Applications only accepted online at WECAN <https://wecan.education.wisc.edu/>