

Sauk Prairie School District – Job Posting



MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
FROM: Brent Richter, Business Director
DATE: June 5, 2018
RE: Middle School Secretary Position
POSTING: Regular

Position Details:

Position Type: Secretary
Posting Date: June 5, 2018
Position Title: Secretary III
Location: Sauk Prairie Middle School
Employment terms: 8 hour/day, 226 days per year
Starting Wage: \$12.83 / 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. Serve as administrative assistant to the assistant principal by helping to manage his/her calendar, appointments, task list and communication.
2. Monitor student enrollment, student attendance records, and organize student and related files.
3. Handle student health issues including student medications
4. Responsible for accurate completion of various local, state and federal reports.
5. Assist in the management and preparation of the budget
6. Assist with the supervision and/or accountability of students during emergencies/drills
7. Assist students, parents, visitors and teachers at the front counter with a customer service approach.

Qualifications:

1. High School diploma or equivalent. Administrative Professional Associate degree preferred but not required
2. Advanced secretarial and clerical skills, including basic bookkeeping skills
3. Possess excellent interpersonal relation skills in working with students, staff, parents, administration and community members.
4. Proficiency in Microsoft Office applications and Google Apps; Skyward experience preferred.
5. Obtain emergency medical training and other job related certifications as required.
6. Ability to properly handle confidential matters, emergency situations and work in a positive manner with students, staff, parents, and the community.
7. Ability to accurately keyboard a minimum of 45 words per minute.
8. Ability to speak Spanish preferred but not required.
9. Ability to lift 50 lbs.

Dates:

Job Starting Date: August 2018
Application Closing Date: Friday, June 22, 12:00 AM

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

Sauk Prairie Newspaper Description:

Sauk Prairie School District : Secretary position at Sauk Prairie Middle School. Beginning 2018-2019 School year, 40 hrs/week. \$12.83/hr. Prefer work experience in education setting. Skills in office management, computer applications, and basic bookkeeping. Applications only accepted online at WECAN <https://wecan.education.wisc.edu/>