

Sauk Prairie School District – Job Posting



MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
FROM: Brent Richter, Business Director
DATE: January 12, 2018
RE: Job Posting – Special Ed EA High School
POSTING: Regular

Position Details:

Position Type: Education Assistant – Special Education
Posting Date: January 12, 2018
Position Title: Special Education Assistant
Location: Sauk Prairie High School
Employment terms: School Year, 7.5 hours/day
Starting Wage: \$12.32/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. To assist the teacher in achieving instructional objectives by working with individual students or small groups.
2. To provide a well-organized class environment.
3. Assist with the supervision of students during emergency drills, assemblies, recess periods, lunch periods, and bus loading.
4. Physical assistance with students, including lifting as needed

Qualifications:

1. High School diploma or equivalent
2. Obtain emergency medical training and other job related certifications as required
3. Prefer previous work experience with young children
4. Ability to properly handle confidential matters, emergencies and work in a positive manner with students, staff and the community.
5. Very good interpersonal communication skills.
6. Self-motivated individual who is able to complete tasks on time.
7. General clerical skills and basic computer skills
8. Able to lift 50 lbs.

Dates:

Job Starting Date: February 2018
Application Closing Date: Until Filled

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

Sauk Prairie Newspaper Description:

Sauk Prairie School District: Special Education Assistant position at Sauk Prairie High School, 37.5 hour per week, \$12.32/hour. Applications only accepted online at WECAN <https://wecan.education.wisc.edu/>