

# Sauk Prairie School District – Job Posting



MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske  
FROM: Brent Richter, Business Director  
DATE: May 15, 2018  
RE: Job Posting - Summer School Assistant  
POSTING: Regular, Full-time

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## **Position Details:**

**Position Type:** Assistant – Summer School  
**Posting Date:** May 15, 2018  
**Position Title:** Summer School Assistant  
**Location:** To be determined  
**Employment terms:** Year-round  
**Starting Wage:** \$16.35-\$17.80 per 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. Assist the Summer School Administrator in managing the Summer School Program.
2. Develop a summer school brochure, manage summer school website and work with summer school computer software.
3. Coordinate supplies & supply purchasing, coordinate the summer school site, and coordinate with the teaching and administrative staff summer school programming.
4. Assist in recruiting summer school certified and support staff.
5. Attend meetings as required, take minutes, and ensure action item follow-up; and performs other duties as requested.
6. Highly motivated, self-starter with excellent organizational and problem solving skills
7. Able to work in an environment with adults, parents, students and community members.
8. Ability to have flexibility in daily schedule.
9. Be able to function in an office environment.
10. Assist the Wellness Committee.
11. Assist the Registrar in district processes as needed.

## **Qualifications:**

1. Strong computing skills, with Skyward, Microsoft and In-Design software experience preferred.
2. Experience providing and promoting good customer service.
3. Ability to perform under pressure and meet deadlines.
4. Ability to handle confidential and sensitive issues appropriately and professionally.
5. HS Diploma required, post-secondary education preferred.

## **Dates:**

**Job Starting Date:** July 1, 2018  
**Application Closing Date:** Until Filled

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

## **Sauk Prairie Newspaper Description:**

**Sauk Prairie School District:** Summer School Assistant Position at the Sauk Prairie School District, 40 hours per week, starting salary range \$16.35-\$17.80 per hour, commensurate with experience. Applications only accepted online at WECAN <https://wecan.education.wisc.edu/>