To: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
From: Kathy Stoltz, Business Director
Date: September 8, 2020
Re: Job Posting – Regular Classified Position

Position Details

Position Type: Clerical  
Posting Date: September 8, 2020

Position Title: Admin Assistant Elementary  
Location: Bridges Elementary School

Employment terms: Year Round, 8.0 hours/day  
Starting Wage: $15.14/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. Perform duties to insure efficient completion of all office tasks.
2. Manage student database using Skyward software.
3. Handle student health issues including student medications.
4. Prepare food service records, receipts and deposits and assist food service during lunch break.
5. Assist in the management and preparation of the budget as well as requisition entry.
6. Assist with the supervision and/or accountability of students during emergencies/drills.
7. Maintain building schedule and prepare rental contracts.
8. Other duties as assigned.

Qualifications
1. High school diploma or equivalent
2. Advanced secretarial and clerical skills, including basic bookkeeping skills
3. Organizational skills
4. Essential computer skills; Skyward experience preferred
5. Possess a mastery of office skills including the ability to assume responsibility without direct supervision, display initiative, exercise good judgment and make decisions within the scope of his/her authority
6. Ability to properly handle confidential matters, emergency situations and work in a positive manner with students, staff, parents and the community
7. Obtain emergency and other job related certifications as required
8. Knowledge and ability to use a variety of office equipment
9. Ability to lift 50 lbs.

Dates
Job Starting Date: As soon as possible  
Application Closing Date: Until filled

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

Sauk Prairie Newspaper Description:
Bridges Elementary Office Secretary: Full time/year round $15.14/hour. 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/ Until filled.