Sauk Prairie School District

440 13th Street - Prairie du Sac, Wisconsin 53578

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**

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Teaching Assistant</th>
<th>Posting Date:</th>
<th>September 8, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Special Education Assistant</td>
<td>Location:</td>
<td>Sauk Prairie High School</td>
</tr>
<tr>
<td>Employment terms:</td>
<td>School Year, 7.25 hours/day</td>
<td>Starting Wage:</td>
<td>$14.00/hour</td>
</tr>
</tbody>
</table>

**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/](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. To 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 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. 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:**

**Sauk Prairie School District:** Special Education Teaching Assistant at Sauk Prairie High School, 36.25 hours per week, $14.00/hour. Applications only accepted online at WECAN [https://wecan/education.wisc.edu/](https://wecan/education.wisc.edu/). Until filled.