

EDGERTON SCHOOL DISTRICT
Edgerton, Wisconsin 53534

NON-UNION EMPLOYMENT OPPORTUNITY

Posting Date: **September 13, 2022**

Closing Date: **Until Filled**

Application for a vacancy may be made without resigning an existing position in the District. External applicants should submit the following to ensure consideration: A letter of interest, resume and letters of recommendation. Internal applicants should submit a letter of interest. Materials should be submitted to **Drew Wellman – Director of Pupil Services, Edgerton School District Office, 200 Elm High Drive, Edgerton, Wisconsin 53534**. E.O.E. *The Edgerton School District does not discriminate on the basis of race, color, national origin, sex, age or handicap.*

Position available: **Special Education and Pupil Services Administrative Associate**
Location of position: **Edgerton School Special Education and Pupil Services Office**
Working schedule: **Monday-Friday, 7:30 AM-4:00 PM, year-round position starting ASAP**
Qualifications: **The candidate must possess strong organizational skills, be adept at handling the pressure of multiple tasks and deadlines, have a positive attitude, maintain a high level of confidentiality, have effective communication skills, be a problem solver, be self-motivated and be able to communicate effectively.**
Duties include, but are not limited to:

- **Prepare Department of Public Instruction (DPI) state reports. Attention to detail, oversight of work submitted by other staff members and thorough examination of data are required to ensure the report is completed to the exact specifications required by DPI.**
- **Review Special Education Individualized Education Plans (IEP's) for compliance.**
- **Maintain the department budget, which includes grant management and oversight, accounting, and purchasing.**
- **Candidate will be proficient in Microsoft Office suite, Power Point, Google products, and other software systems used by the Edgerton School District and Department of Public Instruction.**
- **Other duties include completing state reports, prepare correspondence, coordinate and plan events, prepare and distribute employment opportunities and work with staff in all buildings regarding a multitude of tasks.**

PLEASE POST

Publish in: Edgerton Reporter
Janesville Messenger
WECAN

Number of times
Number of times

- c: email District staff
- District Office Bulletin Board
- District Office File
- District Website
- Payroll Office