

EDGERTON SCHOOL DISTRICT

Edgerton, Wisconsin 53534

NON-UNION EMPLOYMENT OPPORTUNITY

Posting Date: 11/14/2022

Closing Date: Until Filled

Employees presently working in the Edgerton School District and who are qualified may apply for a vacancy within five (5) days of the date of a posting. Application for a vacancy may be made without resigning an existing position in the District. Applicants should submit the following to ensure consideration: A letter of interest, resume and letters of recommendation. Materials should be submitted to Alan Northouse - Principal, Edgerton Community Intermediate School, 100 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: **Principal’s Administrative Assistant**
- Location of position: **Community Elementary School**
- Working schedule: **Monday-Friday, 7:30 AM-4:00 PM, year-round position starting ASAP**
- Qualifications:
 - 1. High school graduate**
 - 2. Administrative assistant experience – creating documents and spreadsheets, balancing a school budget, purchasing, managing calendars, etc.**
 - 3. Must be able to prioritize work and delegate as necessary**
 - 4. Excellent listening and communication skills**
 - 5. Ability to adapt easily to shifting priorities**
 - 6. Public relations skills – ability to build a positive rapport with students, staff and community members**
 - 7. School district office experience preferred**
 - 8. Other such qualifications as determined by the Edgerton School District Board of Education**

PLEASE POST

Publish in:	Number of Times
WECAN	Until Filled
Janesville Gazette	2 Times
Janesville Messenger	2 Times
Edgerton Reporter	1 Time

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