

EDGERTON SCHOOL DISTRICT
Edgerton, Wisconsin 53534

NON-UNION EMPLOYMENT OPPORTUNITY

Posting Date: **12/3/2019**

Closing Date: **12/20/2019**

Employees presently working in the Edgerton School District and who are qualified may apply for a vacancy within ten (10) 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 **Alice Redalen and Lindsay Eimerman-Principals, Edgerton Elementary 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

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Number of times

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District Office Bulletin Board
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