

SCHOOL DISTRICT OF BARABOO

April 10, 2018

Job Title: Administrative Assistant .60 FTE
Contact: Dr. Molly Fitzgerald, Principal, East
Elementary School, 815 Sixth St., Baraboo WI
53913
E-mail: mfitzgerald@barabooschools.net
Phone: 608-355-3920, extension 4010

Job Description: The School District of Baraboo has an part-time opening for a Administrative Assistant (24 hours/week, 11 months/year). The successful candidate will have superior customer service skills and the ability to maintain confidentiality. Furthermore, a working knowledge of current technology skills is required, as is the ability to handle a heavy volume of telephone and in-person contacts from students, parents, staff, and the public. Job duties for this position include acting as a receptionist in the school office, and may also include dispensing medication to students and maintaining a variety of student records. Compensation for this position will be a minimum of \$14.81/hour, and the position will begin in August 2018.

How to Apply: Interested candidates should submit a résumé, cover letter, and application to Dr. Molly Fitzgerald at the address listed above. See <http://goo.gl/WJSx5P>

District Description: The School District of Baraboo is an EC-12 grade district with a 4K program, five elementary schools, one middle school, and one high school with a total student population of 3,000 students. The District employs approximately 245 certified teachers. Baraboo is located in Sauk County and is among the most scenic areas in the state. Please look us up at <http://www.baraboo.k12.wi.us/hr/applicants.cfm>

Equal Opportunity: This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, arrest record, conviction record, military service, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state, use or nonuse of lawful products off the employer's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.