



"Preparing for the Future, One Child at a Time"

EXEMPT SUPPORT STAFF

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| POSITION | BOE/District Administrative Executive Assistant |
| DESCRIPTION | <p>The School District of Monroe is seeking an energetic, detail-oriented administrative assistant to work with the administrative staff, office personnel, families, and Board of Education in a position that involves a wide variety of duties. This is an excellent opportunity to support a high functioning team of professionals that are keenly focused on improving outcomes for students.</p> <p>Duties will involve maintaining accurate records, preparing reports, maintaining personnel files, preparing contracts, attending Board of Education meetings, coordinating school Board elections, as well as becoming a knowledgeable resource to families and District staff. Strong skills in Google (Drive, Sheets, Forms, etc.) and Microsoft Office is a requirement. Experience with Skyward, our district's School Management System is also preferred.</p> |
| QUALIFICATIONS | <p>Preferred candidates will enjoy working collaboratively and have exceptional verbal and written communication skills. Applicants need to demonstrate a track record of flexibility and problem-solving as a member of a collaborative team. Must be extremely organized, able to work on multiple projects with minimal supervision and have strong time-management skills. Confidentiality is a must. Strong computer skills are critical to help disseminate information across multiple platforms.</p> |
| CONTRACT | <p>This is a 1.0 FTE, 40 hour/per week, year-round position. Contract will be based on experience. Benefits include health and dental insurance, retirement plan, and paid time off.</p> |
| SUBMIT | <p>Letter of interest Resume 3 current letters of reference—dated within the last three (3) years 3 references with contact numbers</p> |
| TO | <p>APPLICATION MATERIALS MUST BE SUBMITTED TO: Rodney Figueroa, District Administrator 925 16th Avenue, Suite 3 -- Monroe, WI 53566 608-328-7135 (phone) rodneymfigueroa@monroe.k12.wi.us</p> |
| DEADLINE | <p>April 26, 2024</p> |

The application materials submitted and interview are vital components of the decision-making process when filling vacancies. The ability to communicate effectively in both verbal and written manner is considered an essential skill for all district personnel. The School District of Monroe is an equal opportunity employer.