



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

SUPPORT STAFF

POSITION	Administrative Assistant to the Director of Curriculum & Instruction
DESCRIPTION	<p>The School District of Monroe is seeking an energetic, detail-oriented administrative assistant to work with the administrative staff, office personnel, and families in a position that involves a wide variety of duties. The position requires you to provide clerical support and data management for the Director of Curriculum and Instruction and interacting with families regarding enrollment. Duties will involve maintaining accurate records, preparing reports, enrollment, 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 strong verbal and written communication skills. Applicants need to demonstrate a track record of flexibility and problem-solving as a member of a collaborative team.</p>
CONTRACT	<p>This is a 1.0 FTE, 40 hour/per week, year-round position. The district hopes to seek Board of Education approval for this hire on July 9th with a July 23rd start date. The work hours are 8:00 am to 4:30 pm, Monday through Friday during the school year and 7:00 am to 4:30 pm Monday through Thursday during the summer.</p> <p>This is an hourly wage position and compensation is based on the base-wage agreement with the Monroe Association of Support Staff (MASS).</p>
SUBMIT	<p>Letter of interest Resume Copy of transcripts 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 VIA WECAN. Terri Montgomery, Director of Curriculum & Instruction 925 16th Avenue, Suite 3 -- Monroe, WI 53566 608-328-7847 (phone) terrimontgomery@monroe.k12.wi.us</p>
DEADLINE	Friday, June 22, 2018 at 4:00 P.M.

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.