



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

SUPPORT STAFF

POSITION	SECRETARY/RECEPTIONIST
DESCRIPTION	<p>This position will be the welcoming face and voice of the District, oversee an automated sub-calling system, monitor health records, assist in food service reports and accounting, and assist with creating and verifying various District reports.</p> <p>Selected candidate must have a high level of professionalism, be detail-oriented, have exceptional customer service skills and be able to maintain confidentiality at all times. The ability to communicate effectively, in both a verbal and written manner, is an essential skill for all District personnel.</p>
QUALIFICATIONS	<p>A successful candidate will have a minimum of an Associate Degree, or equivalent work experience and will be proficient in Microsoft Office and Google applications. A skills test will be required.</p>
CONTRACT	40 hours/week - 52 weeks/year
SUBMIT	Letter of interest Resume Copy of transcripts 3 current letters of reference-dated within the last three (3) years 3 references with contact numbers
TO	APPLICATION MATERIALS MUST BE SUBMITTED VIA WECAN. Rick Waski, District Administrator 925 16 th Avenue, Suite 3 -- Monroe, WI 53566 608-328-7135 (phone) rickwaski@monroe.k12.wi.us
DEADLINE	July 23, 2018

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.