

Deerfield Community School District

Excellence and Equity in Education



JOB POSTING

Middle School/High School Administrative Assistant Full-Time / 8 hours per day / 40 weeks per year

The goal of the Middle School/High School Administrative Assistant is to manage all administrative and operational aspects of the middle/high school office, providing administrative and operational support to the Building Principal to aid in developing and maintaining the highest quality educational programs and services with students, staff, and the community.

Qualifications

1. High school diploma or equivalent.
 2. Combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.
 3. Demonstrate aptitude for the work to be performed.
 4. Working knowledge of computer applications and software.
 5. Knowledge of modern office practices, trends, and procedures, standard office equipment and modern data management storage and retrieval systems.
 6. Knowledge of receptionist and telephone techniques, correspondence, and report writing.
 7. Ability to meet the public tactfully and courteously in situations requiring diplomacy, friendliness, and firmness.
 8. Ability to maintain confidentiality of privileged information.
 9. Ability to establish and maintain comprehensive and accurate files, records and reports.
 10. Such alternatives to the above qualification as the Board may find appropriate and acceptable.
- Minimum starting wage is **\$16.00/hour** (may increase based on experience and qualifications)
 - Full-time position includes full benefit package including health, dental, vision, HSA, FSA, life, disability, retirement, paid holidays, paid time off, complimentary fitness center membership

Applications can be found on the district website:

<http://www.deerfield.k12.wi.us>

(District/District Information/Employment Opportunities)

Please submit application to:

Wendy Helminiak
Deerfield Community School District
300 Simonson Blvd
Deerfield, WI 53531

Posting open until filled.

The Deerfield Community School District is an equal opportunity employer and does not discriminate on the basis of religion, race, creed, color, national origin, ancestry, age, sex, physical appearance, gender identity and sexual orientation, marital status, disability, arrest or conviction record, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.