

OCONTO FALLS SCHOOL DISTRICT

Noon Supervisory Aide Oconto Falls Elementary Posting

I. Qualifications:

- High school diploma (or equivalent)
- Experience working with children
- Able to make sound decisions that balance the need for consistency and accountability with flexibility in order to maintain a positive and safe environment
- Knowledge of developmental characteristics of young children
- Certified in first aid and CPR or completion of training within 60 days of initial hire
- Excellent communication, problem solving, and teamwork skills
- Ability to adjust quickly to unique and changing circumstances
- Ability to maintain confidentiality in all matters concerning students, families, and staff is essential
- Excellent work attendance record
- Position requires walking outdoors for majority of the time
- Must enjoy working with children

II. Terms of Employment: (Monday through Friday during school year)

Hours:

- 11:00 a.m. -- 1:00 p.m. (2 hours/day)

Salary: \$12.42 hire rate / \$13.78 post probationary

IV. Evaluation:

1. Performance of this job will be evaluated annually by the building administration.

V. HOW TO APPLY:

Please apply in writing or via email with each of the following application materials:

- Cover letter
- Resume (including name and telephone number of work supervisors for last five years)
- Completed support staff application (if not currently employed with district) – applications available at any school office or from district website:

<https://ofpanthers.com/district-office/employment-opportunities/>

Apply to:

Daniel Moore, Principal
Oconto Falls Elementary School
415 Maria Volk Drive
Oconto Falls, WI 54154
daniel.moore@of-ps.org

Application deadline: **Wednesday, November 28, 2018 (or until filled)**

Position start date: **As soon as possible**