

# OCONTO FALLS SCHOOL DISTRICT

## Athletic/Activities/Community Ed Secretary

Oconto Falls High School

Posting

### I. Qualifications:

- High school diploma (some post-secondary coursework preferred)
- Two years of clerical or secretarial experience involving frequent contact with the public
- Proficient computer skills
- Accurate and efficient typing skills
- Experience using Microsoft Office (Word and Excel) and Google applications (Gmail, Docs, Sheets, Slides)
- Ability to learn web page applications
- Excellent interpersonal and customer service skills (utilization of patience, courtesy, and tact)
- Good written communication skills (ability to draft letters and other public documents; ability to proofread), must be able to handle money accurately and responsibly
- Ability to work independently on projects when given broad parameters; to prioritize work; and to meet deadlines
- Basic knowledge of high school athletics and activities
- Certified in First Aid and CPR or complete training within 90 days of initial hire
- Calm and flexible personality; able to adjust quickly to unique and changing circumstances
- Ability to maintain confidentiality in regard to all matters concerning students, families, and staff is essential

### II. Terms of Employment: (School year position)

1. Salary to be established by the Board of Education on an annual basis.

**Hours:** 8 hours daily but exact times will fluctuate.

**Salary:** \$14.08 hire rate / \$15.63 post probationary

### IV. Evaluation:

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

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### V. HOW TO APPLY:

The Oconto Falls School District has posted this position on WECAN. Please apply using the following [WECAN link](#). Posting #56182.

Application deadline: **Monday, April 22, 2019 (or until filled)**

Position start date: **Tuesday, May 28, 2019 or TBD based on top candidate.**