



January 2, 2018

External Posting

The Clinton Community School District is currently seeking a limited-term, 37.5 hr/week, administrative assistant at the elementary school.

Candidate must be service and detail oriented, hard-working, professional, accommodating, flexible, problem solver, and able to maintain confidentiality. Experience with Microsoft Word, Excel, Google Apps, and Skyward (student management software) is preferred. Strong typing, proofing, oral and written communication skills, ability to maintain the confidentiality of student records and efficient money handling skills, as well as being a team player in an office environment are all requirements of this position.

Applicants must have a high school diploma. Applications will be accepted via WECAN ID #24231 and must include a letter of interest, a current resume, letters of recommendation and a listing of professional references. Candidates must also complete the clerical question set. This position will remain open until filled.

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DISTRICT OFFICE

112 Milwaukee Road
P.O. Box 566
Clinton, WI 53525
608.676.5482

ELEMENTARY SCHOOL

301 East Street
P.O. Box 70
Clinton, WI 53525
608.676.2211

MIDDLE SCHOOL

115 Milwaukee Road
P.O. Box 559
Clinton, WI 53525
608.676.2275

HIGH SCHOOL

112 Milwaukee Road
P.O. Box 566
Clinton, WI 53525
608.676.2223