



September 13, 2017

## **External Posting**

### ***Administrative Assistant – Middle School***

The Clinton Community School District is currently seeking a ten-month, full-time (1.0 FTE), administrative assistant at the middle school. This position is 37.5 hours per week, Monday through Friday.

Candidate must be service and detail oriented, hard-working, professional, accommodating, flexible, problem solver, and able to maintain confidentiality. Experience with Microsoft Word, Excel, and Google Apps is a must. Also, experience with 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 #20040 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