



April 5, 2019

**External Posting**

***Administrative Assistant***

The Clinton Community School District is seeking a full-time (1.0 FTE) administrative assistant for the District Office who will also serve as the Board of Education Secretary. Work schedule is Monday through Friday, 7:30 a.m. - 4:00 p.m. with additional evening hours required. The position includes a competitive benefits package.

Candidates must be service and detail-oriented, hardworking, professional and flexible. Excellent computer skills with knowledge of Google Apps and Microsoft Office a must. Experience using Skyward student management system and graphic design software is a plus. This person will be a self-starter with the ability to work well independently and with others.

Minimum of two years prior secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Start date will be ASAP. Applications will only be accepted through WECAN #56000. Applicants are required to submit a cover letter, resume and a listing of professional references. This position will remain open until filled.

The Clinton Community School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or nonuse of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices or on the basis of transgender status, change of sex or gender identity.

**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