



School District of New London

DISTRICT ADMINISTRATION OFFICE

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New London, WI 54961

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November 2, 2017

SCHOOL DISTRICT OF NEW LONDON

Notice of Support Staff Position

- POSITION OPEN:** Administrative Secretary to Elementary Principal
Position is Monday-Friday during the school year. Additional days during the summer as directed by Administration.
- NORMAL HOURS OF WORK:** Hours are 7:30 a.m.-3:30 p.m.—Seven and one-half hours per day
- LOCATION:** One position at Parkview Elementary School
- WAGE RATE:** \$17.07 to \$18.11 per hour
- BEGINNING DATE:** December 11, 2017
- BRIEF DESCRIPTION OF
JOB DUTIES:** General job description attached
- TESTING REQUIREMENTS:** Skills testing may be required. Employee physical.

If you are qualified for this position, please send a cover letter and resume via e-mail to jwillner@newlondon.k12.wi.us or mail to the address below by Friday, November 17, 2017.

Please be aware that applicants may be required to go through a series of skills tests as part of the application process.

Personnel Services
School District of New London
901 West Washington Street
New London, WI 54961

ADMINISTRATIVE SECRETARY TO ELEMENTARY PRINCIPAL
JOB DESCRIPTION

Title: Administrative Secretary to Elementary Principal

Category: Secretary I

Minimum Qualifications:

- High School Diploma (Experience and professional secretary training preferred)
- Ability and initiative to work independently
- Ability to understand and effectively carry out oral and written instructions
- Ability to maintain and build capacity with technology, district software programs and other areas of responsibility
- Strong communication skills (verbal and written)
- Proficient in keyboarding and computer skills (word processing, spreadsheets, databases) and other general secretarial skills
- Ability to perform confidential, skilled and responsible office work calling for considerable judgment
- Must be able to maintain effective working relationships with staff members and the public
- Ability to work cooperatively with the staff of the district in fulfilling the district's mission, vision and goals
- Such other qualifications as the Board of Education may deem necessary or desirable

Reports To: Building Principal

Supervises: No one

Job Goal: To provide administrative assistance to the Building Principal in order to meet the statutory and program needs as directed

A. Assist with the communication needs and requirements of the building

- Process incoming and outgoing correspondence as instructed
- Place and receive telephone calls, record messages, and make arrangements for conferences and meetings
- Project a positive and courteous attitude and image to the staff, students, and community
- Provide a welcoming office atmosphere to staff, students, and community
- Provide for the accurate and timely maintenance of the building webpage
- Distribute intradistrict and U.S. Postal mail
- Perform related office duties as required

B. Obtain and organize pertinent data as directed; complete such reports/documents as directed

- Newsletters
- Purchase orders
- Reports

- Agendas
 - Registration packets
 - Back-to-school/open house packets
 - Weekly folders
- C. Maintain accurate data-bases, as well as prepare any necessary documentation**
- Student demographics
 - Payment of fees
 - Attendance/absence
 - Student counts
 - Class lists
 - Free / reduced milk report
 - After-school program
- D. Collect, record, and process any funds received**
- Workbook/Textbook Use fee
 - Food Service
 - Milk break
 - Field trip
 - After-school program
- E. Perform and/or assist with health/medical processes, as well as prepare any necessary documentation**
- Make parent contacts for ill or injured students to arrange for transportation/permission to leave
 - Maintain accurate and complete medication consent forms and medication containers for all daily and PRN medications
 - Administer daily and PRN medications
 - Render minor first aid and minor care of emergency illness
- F. Perform duties in connection with student support and/or safety**
- Supervise students as requested
 - Make contacts for any students missing a bus
 - Attend back-to-school/open house night
 - Attend Parent/Teacher Conferences
 - Assist with summer school as requested
 - Assist with registering or withdrawing students
 - Make contacts to parents as requested by the building principal
 - Monitor outside door/lock system

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other duties and responsibilities that the Building Principal/Designee may deem necessary.

Essential Physical Requirements:

- Work is sedentary in nature requiring occasional moving of up to 15 lb. maximum (i.e. files, mail, reams of paper)
- Ability to remain stationary up to 6-8 hours per day
- Ability to be mobile up to 1-4 hours per day
- Ability to perform simple grasping, pushing and pulling (i.e. filing, file drawers)

- Ability to perform fine manipulation (i.e. keyboard)
- Ability to answer phones and communicate with visitors in a professional manner
- Occasional stooping, bending, reaching and squatting to retrieve files
- Good visual acuity to view computer screen and paperwork
- Good visual and hearing are required for effective verbal and written communication

Terms of Employment: Days and hours to be arranged, with salary according to current schedule.

Evaluation: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Employee Handbook.

Employee Signature

Date