



School District of New London

DISTRICT ADMINISTRATION OFFICE

901 West Washington Street
New London, WI 54961

Phone (920) 982-8530
Fax (920) 982-8551

EQUAL OPPORTUNITIES IN EMPLOYMENT - CURRICULUM - ACTIVITIES

Scott Bleck, District Administrator

Kandi Martin, Director of Pupil Services

Joseph Marquardt, Director of Business Services

sbleck@newlondon.k12.wi.us

kmartin@newlondon.k12.wi.us

jmarquar@newlondon.k12.wi.us

March 25, 2025

SCHOOL DISTRICT OF NEW LONDON

Notice of Support Staff Position Opening

POSITION OPEN: Elementary Office Secretary (Secretary II)

LOCATION: Lincoln Elementary School

NORMAL HOURS OF WORK: Seven hours per day; 7:30 a.m. – 3:00 p.m.
Position is Monday-Friday during the school year only

WAGE RATE: \$21.36-\$22.32 per hour

BEGINNING DATE: 2025-26 School Year

DUTIES: General Job Description attached

OTHER REQUIREMENTS: Experience as administrative assistant; knowledge of Skyward is a plus but not required. Confidentiality and strong verbal and written communication skills a must. Ability to hold a substitute teacher license is a plus.

To apply for this position, please complete the online application via WECAN by Friday, April 4, 2025.

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

OFFICE SECRETARY
JOB DESCRIPTION

Title: Office Secretary

Category: Secretary II

Minimum Qualifications:

- Possess a High School Diploma
- Initiate work independently
- Understand and effectively carry out verbal and written instructions
- Proficient in keyboarding and computer skills (word processing, spreadsheets, databases, Google) and other administrative assistant functions
- Maintain effective working relationships with staff members and the community
- Ensure strict confidentiality
- Work cooperatively with all staff in fulfilling the district's mission of *Success for All Students*
- Such other qualifications as the Board of Education may deem necessary or desirable

Reports To: Building Principal

Supervises: No one

Job Goal(s): To provide office assistance to the Building Principal, to provide students with a safe environment and a welcoming and courteous office atmosphere

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

- Provide a welcoming atmosphere for staff, students, families, and community
- Greet and direct visitors, handle inquiries
- Answer telephones, take messages, and transfer calls
- Assist in contacting parents/guardians of students who are absent
- Work confidentially and adhere to appropriate code of ethics
- Perform related office duties as required

B. Perform and/or assist with health/medical processes, as well as prepare any necessary documentation

- Support the efficient operation of the health room
- Provide basic first aid and parent contact for ill or injured students
- Administer daily and prescription medications for students
- Maintain accurate and complete consent forms and medication containers for daily and prescription medications in electronic database
- Possess appropriate certifications and remain current in training and best practice

C. Perform duties in connection with teacher and student support/safety

- Collect fees and provide appropriate record keeping
- Route and distribute incoming mail
- Order and dispense supplies

- Support arrangement of coverage for staff absence
- Orient and support substitute staff as needed
- Assist with student supervision as needed
- Maintain and update emergency records
- Provide clerical assistance to staff as needed

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 10 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
- Visual acuity to view computer screen and paperwork
- Visual and hearing are required for effective verbal and written communication

Terms of Employment: Daily school year employee

Evaluation: Following the probationary period, performance of this job will be evaluated by the Building Principal/Designee.

Employee Signature

Date