



## School District of New London

### DISTRICT ADMINISTRATION OFFICE

901 West Washington Street  
New London, WI 54961

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

**Scott Bleck**, District Administrator

**Danielle Sievert**, Director of Teaching and Learning

**Kandi Martin**, Director of Pupil Services

**Joseph Marquardt**, Director of Business Services

sbleck@newlondon.k12.wi.us

dsievert@newlondon.k12.wi.us

kmartin@newlondon.k12.wi.us

jmarquar@newlondon.k12.wi.us

July 30, 2020

## SCHOOL DISTRICT OF NEW LONDON Notice of Support Staff Position

- POSITION OPEN:** Office Secretary
- WHERE:** Intermediate/Middle School
- TIME:** 7:30 a.m.-3:30 p.m., Monday-Friday during the school year only
- WAGE RANGE:** \$16.55 to 17.51 per hour
- BEGINNING DATE:** August 2020
- DUTIES:** General job description attached

If you are qualified for this position, please complete an application via WECAN (<https://wecan.education.wisc.edu/#/>) by Wednesday, August 12, 2020.

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

The School District of New London will provide reasonable accommodation for qualified individuals who are employees or applicants for employment.

If you need assistance or accommodation for the application process because of a disability, please contact the District Administrator's Office.

Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for an individual's disability.

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**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 from staff, students, families, and the community
- 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
- Orient and support substitute staff as needed
- Assist with student supervision as needed, including before/after school and at lunch
- 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.

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Employee Signature

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Date