



NOTICE OF POSTING

DATE OF POSTING: June 11, 2024

POSITION: High School/Middle School Counseling Office Administrative Assistant

CLASSIFICATION: Permanent, Non-Exempt

PAY: \$17.00/hour - \$19.00/hour, depending on experience

CONTRACT TERMS: 210 days (1680 hours); August 1 - June 30; 7:30 a.m. - 4:00 p.m.

POSITION DESCRIPTION:

We seek a highly organized and proactive individual to join our school counseling department as an Administrative Assistant. This role plays a critical part in supporting the school counselor's day-to-day administrative tasks and ensuring the smooth operation of the counseling office. The ideal candidate will possess excellent communication skills, attention to detail, and a passion for supporting students' academic and personal growth. The primary role of this position is to support efficient and effective school counseling office operations, including communications, reception, assisting students with scheduling, interpreting graduation requirements, student record keeping, correspondence with other schools concerning school records, student supervision, data entry, filing, and maintenance of student achievement records, and other duties as deemed necessary and assigned.

QUALIFICATIONS:

1. Two-year associate degree or equivalent work experience. Bachelor's degree, preferred.
2. Experience using Google (Gmail, Docs, Sheets, etc.), MS Word & Excel, and general software applications. Experience with Skyward Student information System, preferred.
3. Proven experience working in an office environment.
4. Able to maintain records and information confidentially as prescribed by policy and legal guidelines.
5. Possess a positive, caring and helping attitude.
6. Proven ability to work well with people of all types and ages.
7. Experience supervising, interacting with and directing students.
8. The Superintendent may find alternatives to the above qualifications appropriate and acceptable.

APPLICATION PROCESS:

Interested applicants should submit a cover letter, resume, at least three references, and the CWASD Application (found at www.cwasd.k12.wi.us under Employment) to:

CWASD District Office
ATTN: HS/MS School Counseling Admin. Asst.
1001 Knapp Street, PO Box 6
Chetek, WI 54728

APPLICATION DEADLINE: Wednesday, June 26, 2024, 4:00 p.m.

CWASD will review applications immediately and will hold interviews the week of July 8.

For inquiries or questions, candidates may contact:
Mr. Tyler Nelson, HS/MS Principal
(715) 924 – 2226 ext. 2701
tnelson@cwasd.k12.wi.us