



BOSCOBEL AREA SCHOOLS JOB POSTING NOTICE

OFFICE SECRETARY FOR DISTRICT/ELEMENTARY BUILDINGS

260 Day Position

DESCRIPTION:

To assure the smooth and efficient operation of the **District Office and Elementary Office** so that the offices maximum positive impact on the education of children can be realized by prompt and courteous handling of inquiries and visitors. This position also serves as Secretary to the Board of Education.

REQUIREMENTS:

- Proficiency in Microsoft Office, Google, Excel
- Ability to multi-task, be highly organized, and flexible
- High degree of confidentiality
- Ability to take initiative, can work without supervision and begin projects independently
- Excel in oral, written communication and computer skills
- Experience using multi-line phone system and standard office equipment preferred
- Desire to assist staff, building administrators, and the school board in the daily school operations which includes interactions with students and families
- Ability to work some evenings for board meetings or school activities
- High School or GED Diploma

POSITION START DATE:

As Soon As Possible

Application Deadline: Until Filled

If you are qualified and interested in this position, please fill out the Boscobel Area Schools application available at Boscobel.k12.wi.us. Along with the application, please include a letter of interest and a resume with references.

Boscobel Area Schools
ATTN: Lisa Wallin-Kapinus
1110 Park Street
Boscobel, WI 53805
Phone (608) 375-4164 - Fax (608) 375-2378
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BOSCOBEL AREA SCHOOLS IS AN EQUAL-OPPORTUNITY EMPLOYER

Boscobel Area Schools does not discriminate against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political or religious affiliation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non-working hours.