

BOSCOBEL AREA SCHOOLS

JOB POSTING NOTICE

BOSCOBEL AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

MIDDLE/HIGH SCHOOL SECRETARY

230-day position

DESCRIPTION: This position is responsible for providing administrative support to the school principal and activities director. The Middle/High School Secretary is responsible for maintaining and nurturing all parent and family relationships and serving as the primary support for the middle/high school staff and other district personnel.

- REQUIREMENTS:**
- Proficiency in Microsoft Office, Google, Excel
 - Ability to multi-task
 - High degree of confidentiality
 - Excellent oral and written communication skills
 - Experience using multi-line phone system and standard office equipment preferred
 - Degree or experience in an office setting preferred
 - Desire to assist staff, building principal, and activities director in the daily school operations which includes interaction with students
 - High School Diploma

POSITION START DATE: July 31, 2023

APPLICATION DEADLINE: Until Filled

If you are qualified and interested in this position, please fill out the Boscobel Area School's application (available at Boscobel.k12.wi.us). With the application, please include a letter of interest and a resume with references.

If you wish to apply, please drop off, email, or mail your information to:

Boscobel Area Schools
ATTN: Lisa Wallin-Kapinus
1110 Park Street
Boscobel, WI 53805
Phone (608) 375-4164 - Fax (608) 375-2378
lisai@boscobel.k12.wi.us

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 05/22/2023 lawful products off the employer's premises during non-working hours.