

WINNECONNE COMMUNITY SCHOOL DISTRICT  
Winneconne, WI

**Support Staff**  
**NOTICE OF POSTING**  
2017-2018 School Year

**ES Health Room Aide/4K-12 Clerical Assistant**

**Hours:** 7:00 AM - 3:30 PM, Monday - Friday

**Employment term:** teacher calendar, 187 days + summer school

**Starting wage:** \$12.03 per hour

The Winneconne Community School District is seeking to employ a clerical/health aide to assist students and staff by providing clerical and first aid services. This employee will work under the direction of the school nurse. Responsibilities include, but are not limited to: caring for injured and ill students, administering first aid & medications, maintaining student health and immunization records, and clerical duties assigned by the school nurse and/or Director of Business Services. Job duties also include duplicating district-wide information utilizing printing equipment & basic maintenance of equipment.

**Requirements:**

1. Two year post secondary administrative assistant associate degree and/or a minimum of three years experience in a professional setting.
2. Certification in basic first aid and CPR required.
3. Demonstrated ability in the use of general office equipment.
4. Proficiency in Microsoft Windows and Google required.
5. Possess strong written and oral communication skills.
6. Possess strong organizational and time management skills.
7. Possess excellent interpersonal skills and public relations skills to work effectively with students, staff, and community members.
8. Ability to deal with confidential matters with a high degree of discretion.

Submit application, resume, and cover letter to the District Office, 233 S 3rd Ave., PO Box 5000, Winneconne, 54986. Support Staff application can be found on the District website or at the District office.

For more information, contact Monika Knapp, Director of Business Services at [knappm@w-csd.org](mailto:knappm@w-csd.org).

- Application deadline: Friday, May 26, 2017.

Dated: May 2, 2017

Posted: High School

Middle School

Elementary School