



"Preparing for the Future, One Child at a Time"

SUPPORT STAFF

POSITION	SECRETARY/RECEPTIONIST
DESCRIPTION	<p>This position will be the welcoming face and voice of the District, oversee an automated sub-calling system, monitor health records, assist in food service reports and accounting, assist with creating and verifying various District reports and other duties as assigned by the District Administrator.</p> <p>Selected candidate must have a high level of professionalism, be detail-oriented, have exceptional customer service skills and be able to maintain confidentiality at all times. The ability to communicate effectively, in both a verbal and written manner, is an essential skill for all District personnel.</p>
QUALIFICATIONS	<p>A successful candidate will have a minimum of an Associate Degree, or equivalent work experience and will be proficient in Microsoft Office and Google applications. A skills test will be required. Bilingual ability preferred.</p>
CONTRACT	<p>40 hours/week - 52 weeks/year with benefits available Starting wage \$19.95/hour or with experience consideration as determined by District Administrator</p>
SUBMIT	<p>Letter of interest Resume Copy of transcripts 3 current letters of reference-dated within the last three (3) years 3 references with contact numbers</p>
TO	<p>APPLICATION MATERIALS MUST BE SUBMITTED TO: Rodney Figueroa, District Administrator 925 16th Avenue, Suite 3 -- Monroe, WI 53566 608-328-7135 (phone) rodneymfigueroa@monroe.k12.wi.us</p>
DEADLINE	June 20, 2024

The application materials submitted and interview are vital components of the decision-making process when filling vacancies. The ability to communicate effectively in both verbal and written manner is considered an essential skill for all district personnel. The School District of Monroe is an equal opportunity employer.