MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
FROM: Kathleen Stoltz, Executive Director of Business Services
DATE: July 15, 2020
RE: Job Posting - Bridges Elementary School Secretary
POSTING: Regular

**Position Details:**

- **Position Type:** Clerical
- **Posting Date:** July 15, 2020
- **Position Title:** Secretary III
- **Location:** Bridges Elementary School
- **Employment terms:** 8 hrs/day; 200 days/yr
- **Starting Wage:** $15.14/hour

**Application requirements:**

1. Online cover letter required. This is a second step and must be completed after you submit your application.
2. No paper applications or letters will be considered.
3. **Apply Now** at WECAN [https://wecan.education.wisc.edu/#/](https://wecan.education.wisc.edu/#/)

**Essential Functions:**

1. Perform duties to insure efficient completion of all office tasks.
2. Manage student database.
3. Handle student health issues including student medications.
4. Prepare food Service records, receipts and deposits and assist food service during lunch break.
5. Assist in the management and preparation of the budget.
6. Assist with the supervision and/or accountability of students during emergencies/drills.
7. Maintain building schedule and prepare rental contracts.

**Qualifications:**

1. High School diploma or equivalent.
2. Advanced secretarial and clerical skills, including basic bookkeeping skills.
3. Organizational skills.
4. Essential computer skills; Skyward experience preferred.
5. Obtain emergency medical training and other job related certifications as required.
6. Ability to properly handle confidential matters, emergency situations and work in a positive manner with students, staff, parents, and the community.
7. Self-motivated individual who is able to complete tasks on time and work independently.
8. Ability to work in a fast-paced environment.
9. Ability to lift 50 lbs

**Dates:**

- **Job Starting Date:** August, 2020
- **Application Closing Date:** July 31, 2020

**District Notes:** 1. Webpage posting  2. WECAN  3. SP Star two weeks  4. Chamber listing.

**Sauk Prairie Newspaper Description:**

Secretary position at Bridges Elementary School, 40 hours/week, $15.14/hour. Prefer work experience in education setting. Skills in office management, computer applications, and basic bookkeeping. Skyward experience preferred. Applications only accepted online at WECAN [https://wecan.education.wisc.edu/#/](https://wecan.education.wisc.edu/#/) by midnight, July 31, 2020.