



School District of Milton

*Opportunity · Achievement
Community*

Timothy J. Schigur
District Administrator

Mary Ellen Van Valin
Director of Business Services

Susan L. Probst
Director of Student Services

Heather N. Slosarek
Director of Curriculum & Instruction

July 11, 2017

VACANCY NOTICE

Job Description:

The School District of Milton is seeking a flexible and adaptable individual for a **Clerical Aide** position at Milton Middle School. The employee will be working 3.00 hours per day (15 hours per week). The position will begin September 2017 and will start at 11:05 a.m. and end at 2:05 p.m. A competitive wage is offered.

Qualifications:

The School District of Milton is seeking individuals who will be able to assist with in school suspensions, lunch, and recess supervision, provide middle school office support, and perform clerical/instructional duties as assigned. Candidates should be organized, have strong communication skills, be able to collaboratively work with others and have a valid Wisconsin driver's license.

To Apply:

Submit a cover letter and resume via WECAN (**vacancy id#: 14706**).

Application Deadline:

Submit all materials via WECAN by **July 28, 2017**.

District Description:

The School District of Milton, in an active partnership with families and the community, will work to prepare our students for academic achievement and lifetime success - instilling in students the passion and drive to continue learning for a lifetime. Milton is a strong and growing school community with a committed staff that shares a passion for teaching and learning.

The School District of Milton does not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, sexual orientation, religion, disability, veteran's status or national origin in its employment opportunities.