



School District of Milton

*Opportunity · Achievement
Community*

Dr. Timothy J. Schigur
District Administrator

Mary Ellen Van Valin
Director of Business Services

Susan L. Probst
Director of Student Services

Ryan K. Ruggles
Director of Curriculum & Instruction

June 7, 2018

VACANCY NOTICE

Job Description:

The School District of Milton is seeking a flexible and adaptable individual for a 1.0 FTE **Elementary Administrative Assistant (lvl 2)** position at West Elementary. The Administrative Assistant supports the West Elementary Principal in addition to monitoring staff and community members coming into and leaving the building. The ideal candidate will manage a wide variety of complex secretarial and administrative support duties that are key components in this position. Fiscal monitoring of the building budget, bi-annual student counts and building substitute coordination are additional functions of this position. This position will be responsible for supporting communication to building staff about various school related items. Ability to perform additional tasks as assigned by the building principal is required.

This position will begin August 2018. The employee will be working 8 hours per day (40 hours per week). The scheduled hours are 7:30 a.m. – 4:00 p.m.

Qualifications:

Candidates should be extremely organized, be able to multi-task various projects and deadlines, and be flexible with constant interruptions. A strong set of communication skills (written and verbal) is required. In addition, candidates should have an understanding of school organizations, with a strong emphasis on office management and collaboration skills. Candidates must also possess a superior ability to utilize and incorporate various sources of technology, including Microsoft Word, Excel, PowerPoint, and Google Docs. Experience with the District's Skyward database is preferred.

To Apply:

Submit a cover letter and resume via WECAN (**vacancy id#: 36355**).

Application Deadline:

Submit all materials via WECAN by **June 22, 2018**.

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.