

## **Administrative Assistant Posting**

The Durand-Arkansaw School District is seeking an Administrative Assistant at Caddie Woodlawn Elementary School for the 2020-2021 school year. This position works approximately 210 days during the year.

Qualified candidates will have:

- A strong background in current administrative assistant duties
- Excellent organizational abilities and the ability to multi-task
- Work collaboratively with Administration and other office staff
- The ability to learn about educational processes including but not limited to billing practices and district, state, and federally required forms
- Answering phones, greeting visitors, addressing student and staff requests
- Strong working relationship with parent and students
- Ensure the efficient and smooth day-to-day operation of our office
- Perform general office duties such as filing, mail, request for records, and use Skyward on a daily basis
- Strong communication, interpersonal and organizational skills
- Other duties as assigned by Administration

Applicants must have knowledge of Microsoft Office, strong computer and technology skills, excellent communication skills and be a team player. Interested applicants should submit a resume and application found on the district's website:

<http://www.durand.k12.wi.us/district/employment>.

Applications can be emailed to Mrs. Johnson [ejohnson@durand.k12.wi.us](mailto:ejohnson@durand.k12.wi.us) or mailed by August 4th to:

Erika Johnson  
Caddie Woodlawn Elementary School  
PO Box 190  
Durand WI 54736

Questions should be directed to Erika Johnson at 715-672-8977 or [ejohnson@durand.k12.wi.us](mailto:ejohnson@durand.k12.wi.us)