



---NOTICE---

February 9, 2024

The District Office is now accepting applications for the following position. **An Introductory letter, resume, 3 letters of recommendation should be uploaded into WECAN.**

HIGH SCHOOL OFFICE ASSISTANT

Kiel High School

40 hrs/week

School Year Position (39 weeks)

Position to commence in the 2024/25 school year

Probationary Period: New Employee - One Year
Transfer Employee - Three Months

Salary and Benefits as provided in the Kiel Support Staff Handbook

SOME JOB EXPECTATIONS

- Responsible for daily student attendance in student management system
- Ability to multi-task and perform multiple job functions
- Good oral and written communication skills; telephone and interpersonal public relations skills
- Proficiency in keyboarding, basic accounting, and file/recordkeeping
- Knowledge of computers and software programs including Microsoft Office, and student management systems preferred
- Capable of working without close supervision, able to show initiative
- Knowledge of all office equipment
- Understanding of and interest/patience in working with high school-aged students; work well with overall building staff
- Ability to keep staff and student matters confidential
- Perform all duties as assigned by the associate/building principal

The Kiel Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientations, or physical, mental, emotional, or learning disability or handicap.