



---NOTICE---

May 16, 2018

The District Office is now accepting applications for the following position. **A letter of interest should be submitted to:**

Dr. Brad Ebert, District Administrator
Kiel Area School District
416 Paine Street, P.O. Box 201
Kiel, WI 53042

Admin/Principal Administrative Assistant
Kiel High School
37.5 hrs/wk 52 wks/year

Applications will be accepted until the position is filled.

Salary and Benefits as provided in the Kiel Support Staff Handbook

SOME JOB EXPECTATIONS

- Provide secretarial duties to the High School Administration including Activities Director
- Professionally interact with all staff, parents, students, coaches and KHS co-curricular groups.
- 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, Google Platform, and student management systems preferred
- Capable of working without close supervision, able to show initiative
- Knowledge of all office equipment
- Demonstrate the ability to interact professionally with students of all ages, as well as parents and staff throughout the district
- Ability to keep staff and student matters confidential
- Perform all secretarial duties as assigned by the respective administrators

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.