

TOMAH AREA SCHOOL DISTRICT

129 W. Clifton Street

Tomah, WI 54660

February 27, 2024

***The Tomah Area School District is currently accepting applications
for the following support staff vacancy:***

POSITION: High School Non-certified Aide: M-F, 7:30am - 3:30pm (7.5 hrs/day) when school is in session

POSTING: #803

QUALIFICATIONS: This position requires a person capable of working with students individually and in small groups, and working with adults. Interpersonal skills to deal courteously, cooperatively and effectively with students, teachers, co-workers, administrators and the public. Experience in education or child development through post high school coursework or work experience is desirable. Person hired must be able to supervise, control and manage the behavior of high school students. Must have knowledge of first aid. Must be above average in language arts and math. A High School diploma is required, in addition to passing the District Teacher Aide test.

COMPENSATION: Wage will be in compliance with the employee handbook for the time worked. Work schedule will be from Monday-Friday, 7:30am - 3:30pm (7.5 hrs/day) when school is in session.

DUTIES: Work with classroom teachers. Work with individuals or small groups under the supervision of the teacher. Operate office machines, type student materials and keep records. Supervise students on the playground and/or the lunchroom; watch for potentially hazardous situations. Any other duties assigned by the building principal or teacher.

HOW TO APPLY: All applicants must complete the Support Staff online application and a cover letter at <https://wecan.waspa.org> before the application deadline.

APPLICATION DEADLINE: Until filled

NOTICE OF NON-DISCRIMINATION: *The Tomah Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity) or physical, mental, emotional, or learning disability ("Protected Classes") in admission to, access to, treatment in, or employment in its programs and activities. The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972 is Dr. Paul Skofronick, 1310 Townline Road, Tomah, WI 54660 – phone: (608) 374-7011. Any inquiries regarding the application of the District's non-discrimination policy may be referred to the U.S. Department of Education, Office for Civil Rights.*

Si necesita Ud. ayuda en la traducción de este documento, por favor llama la especialista de ELL del distrito a 374-7014.