

**TOMAH AREA SCHOOL DISTRICT**

129 W. Clifton Street

Tomah, WI 54660

April 18, 2024

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

**POSITION:** Clerk LaGrange Elementary – M-F, 7:15am-3:45pm (8 hrs/days) when school is in session. Additional hours may be requested at the beginning and the end of the school year.

**POSTING:** #809

**QUALIFICATIONS:** Applicants must possess interpersonal skills to deal courteously, cooperatively and effectively with students, co-workers, teachers, administrators and the public. Confidentiality is essential. Experience in education through post high school training or work experience is desirable. Proper telephone etiquette and the ability to act as receptionist are necessary. Must be able to operate business machines. Applicant must pass the District's Clerk Test, demonstrating competencies in reading, writing, math and typing skills and computer proficiency in Microsoft Office.

**COMPENSATION:** Wage will be in compliance with the employee handbook for the time worked. Work schedule will be Monday – Friday, 7:15am-3:45pm (8 hours/day) when school is in session. Additional hours may be requested at the beginning and the end of the school year.

**DUTIES:** To contribute to the efficient operation of the school office so that it can play its effective part in the education process. Perform usual office routines such as typing letters and documents neatly and accurately. Type minutes of meetings, handbooks, etc. into the computer using word processing skills. Communicate effectively using e-mail. Efficiently and correctly use district-developed software such as Infinite Campus. Obtain, gather and organize pertinent data as needed, and put it into accurate, usable form. Place, receive, and route telephone calls. Take messages and act as office receptionist when required. Work with individuals or small groups under the supervision of the teacher. Supervise students on the playground and/or the lunchroom; watch for potentially hazardous situations. Other duties as assigned by the building principal.

**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:** May 1, 2024

**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.*