

Deerfield Community School District

Excellence and Equity in Education



JOB POSTING

Administrative Assistant Substitute – Deerfield Elementary School and Deerfield Middle/High School

Duties and requirements include, but are not limited to, the following:

- Respond positively and flexibly to the diverse needs of staff, parents, students, and community
- Maintain general security of the office and its contents
- Hours could range from 7:30am – 3:30pm on school days
- High School Diploma or equivalent
- Experience and/or training in working with word processors, databases, student data software helpful
- Ability to work independently and with others
- Substitute pay rate is \$12.50/hour

Applications can be found on the district website:

<http://www.deerfield.k12.wi.us>

(District/District Information/Employment Opportunities)

Please submit application to:

Wendy Helminiak
Deerfield Community School District
300 Simonson Blvd
Deerfield, WI 53531

On-going Posting

The Deerfield Community School District is an equal opportunity employer and does not discriminate on the basis of religion, race, creed, color, national origin, ancestry, age, sex, physical appearance, gender identity and sexual orientation, marital status, disability, arrest or conviction record, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.