

# Deerfield Community School District

**Excellence and Equity in Education**



## **JOB POSTING**

### **Middle School/High School Administrative Assistant Full-Time / 8 hours per day / 40 weeks per year**

The goal of the Middle School/High School Administrative Assistant is to manage all administrative and operational aspects of the middle/high school office, providing administrative and operational support to the Building Principal to aid in developing and maintaining the highest quality educational programs and services with students, staff, and the community. Expected start date will be August 4, 2025.

#### **Qualifications**

1. High school diploma or equivalent.
2. Combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.
3. Demonstrate aptitude for the work to be performed.
4. Working knowledge of computer applications and software.
5. Knowledge of modern office practices, trends, and procedures, standard office equipment and modern data management storage and retrieval systems.
6. Knowledge of receptionist and telephone techniques, correspondence, and report writing.
7. Ability to meet the public tactfully and courteously in situations requiring diplomacy, friendliness, and firmness.
8. Ability to maintain confidentiality of privileged information.
9. Ability to establish and maintain comprehensive and accurate files, records and reports.
10. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

See Link for Full Job Description - <..\..\Admin Dropbox\Job Descriptions\Support Staff\Secretary\NEW Administrative Assistant-Middle High School.docx>

- Minimum starting wage is **\$16.00/hour** (may increase based on experience and qualifications)
- Full-time position includes full benefit package including health, dental, vision, HSA, life, disability, retirement, paid holidays, paid time off, complimentary fitness center membership

**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

Internal applicants may direct questions to and/or send letter of interest directly to  
Shannon McDonough – [mcdonoughs@deerfield.k12.wi.us](mailto:mcdonoughs@deerfield.k12.wi.us)

#### **Posting open until filled.**

*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.*