

**Wittenberg-Birnamwood School District  
Job Posting**

Birnamwood Elementary/Middle School Secretary  
10 month position, 5.5 hours daily, (7:30 a.m. – 1:00 p.m.)

- Strong technology skills – proficient in software programs such as Word, Excel, PowerPoint, Google Documents, and Publisher
- Must be able to create documents, newsletter, advertisements, brochures
- Strong written and verbal communication skills
- Multi-tasking skills
- Positive public relations skills
- Organizational skills
- Able to efficiently use all aspects of Skyward student management
- Ability to work inter-departmentally with all other secretarial/district staff
- Data-entry of behavioral and attendance information
- Must be able to post information/documents on district website
- First Aid/CPR trained

The school secretary is under the general administrative supervision of the School Principal and under the clinical supervision of the District Nurse. Other duties may include; administering first aid and medications to students, documenting and maintaining student records with confidentiality, assistance with health screenings, and maintenance of supplies.

**Confidentiality is extremely important!!**

Please send application, letter of interest, resume, and references to:

Garrett Rogowski

400 W Grand Ave

Wittenberg, WI 54499

(Application can be found on our website [www.wittbirn.k12.wi.us](http://www.wittbirn.k12.wi.us) District – Employment Opportunities)

Application Deadline: August 3, 2018

Interviews will be held: August 8, 2018

Position begins: August 13, 2018

**NONDISCRIMINATION POLICY**

The Wittenberg-Birnamwood School District does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, or military service. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brenda Jozwiak-Boldig, Pupil Services Director, 400 West Grand Ave, Wittenberg WI 54499, 715-253-2213 ext. 1108 or [bjozwiak@wittbirn.k12.wi.us](mailto:bjozwiak@wittbirn.k12.wi.us). For further information on notice of non-discrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.