



## **Special Education Secretary**

The School District of Shiocton is seeking clerical assistance in the special education department for 15 to 20 hours per week August through June.

The preferred candidate will demonstrate solid ability to work collaboratively and cooperatively with staff and parents, while also demonstrating effective written and verbal communication skills. Additionally, the preferred candidate will demonstrate an ability to be self-motivated and self-directed. The candidate will also demonstrate successful employment of organizational and problem-solving skills, as well as the ability to track a task through multiple steps from initiation to submission/completion. Attention to detail and adherence to deadlines, as well as the ability to maintain confidentiality, are necessary.

The preferred candidate will have a minimum of one year of experience using a database to manage and manipulate information. Experience with programs such as Skyward, SEEDS, Microsoft Office Excel, and Google are desired but not required.

### **How to Apply:**

Interested applicants should submit a letter of interest, three recent letters of reference, along with resume (including three telephone references) to the attention of Mrs. Kelly Thiel, Director of Special Education, PO Box 68, Shiocton, WI 54170. The posting will close at 4PM on Wednesday, November 1, 2017.