



WE BACK THE BEARS

The mission of the Barron Area School District is to ensure all students reach their dreams while making a positive impact on the world.

VACANCY NOTICE

WOODLAND ELEMENTARY PRINCIPAL'S SECRETARY

The Barron Area School District is seeking a secretary for the Woodland Elementary School. This is a 240-day position / 8 hours per day to begin immediately.

Qualifications:

- Post-secondary training in the clerical field or an administrative assistant program or any combination of education and experience proving the required skills and knowledge for successful performance.
- Proficiency in the use of computers, applications and other office equipment.
- Independently seek resources and training opportunities related to technology processes and applications.
- Ability to independently work in various state and federal software applications.
- Ability to maintain confidentiality.
- Human relations skills, which promote good public relations with staff, students, visitors, and parents
- Positive Attitude
- Detail Oriented

Qualified candidates should send a letter of application, resume, three (3) letters of recommendations and a District application form to:

Diane Tremblay, District Administrator
Barron Area School District
100 West River Avenue
Barron, WI 54812

Application Deadline: Until Filled

The Barron Area School District does not discriminate in its education program or activities in employment on the basis of race, color, national origin, sex, age or handicap.

Administrative Office: 1443 E Division Ave Barron, WI 54812 p: 715-537-5612 f: 715-637-5161

Barron High School p: 715-537-5627 f: 715-637-1603

Woodland Elementary p: 715-537-5621 f: 715-637-9353 | Riverview Middle School p: 715-537-5641 f: 715-637-5373

Ridgeland-Dallas Elementary p: 715-949-1445 f: 715-949-1617

Almena Elementary & Barron Area Montessori School p: 715-357-3263 f: 715-357-6513

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