



Mukwonago Area School District

JOB POSTING

Main Office Clerk – Park View Middle School

Title: Main Office Clerk
Salary Range: \$13.50/hour
Hours: 28.75 hours/week (7:00 a.m. – 1:15 p.m. Monday through Friday)
Location: Park View Middle School
Applications: January 30, 2018 until position is filled

Description: Park View Middle School is seeking a dependable, detail oriented, hardworking and customer focused individual to join the main office team in the role of clerk. The successful applicant will have a positive attitude and embrace our school district motto of “Students, Staff and Community - Building Better Schools Together”. Candidates with a proven ability to multi-task, thrive in a fast paced office setting and see each interaction as an opportunity to support teaching and learning while building positive relationships are highly desired.

Qualifications - Responsibilities Under the direction of the school administration:

1. A commitment to efficient and excellent customer service.
2. Demonstrate ability to work/relate with all staff, students, parents and the community.
3. Demonstrate proper usage of verbal and written communication skills.
4. Ability to maintain confidentiality and complete work in an efficient, organized and accurate manner.
5. Assist with maintaining confidential and accurate student records.
6. Periodic flexibility with start and end time to best meet the needs of the school.
7. Knowledge of and ability to use a computer and a variety of other office machines, including but not limited to, copiers, fax machines, postage machines and scanners.
8. Ability to learn various software applications including Microsoft Office Applications, Google Apps for Education, Infinite Campus, etc.
9. Ability to perform a variety of clerical tasks related to the general operations of the school, including but not limited to: designing a weekly parent newsletter, contributing to school marketing efforts, organization of school data, preparation of purchase orders, processing school deposits, assist with distribution of school mail, staffing of the student health room (training is provided), supervision of students and other tasks as deemed necessary to assure the smooth and efficient operation of the school.
10. All other duties as assigned.

Reports to: PVMS Administration
Employment Term: 10-month employee
Benefits: Per employee handbook
Submit To: masdjobs@masd.k12.wi.us
Or by mail to: Mukwonago Area School District
385 E Veterans Way, Mukwonago, WI 53149

Questions Call: 262-363-6292 Ext 27502