



VACANCY

Date Posted: October 21, 2015

<u>Region:</u>	ESC 6
<u>District:</u>	Onalaska I.S.D.
<u>Department/Campus:</u>	Administration
<u>Position:</u>	Administrative Assistant
<u>Assignment:</u>	Department of Curriculum/Instruction, Special Programs and Accountability
<u>Deadline:</u>	Until Filled
<u>Qualifications:</u>	High School Diploma, GED or equivalent. Candidate must have strong computer skills with experience in Microsoft Suites, Google Apps and Dashboard. Experience in public schools secretarial roles also recommended.
<u>Salary:</u>	OISD Salary Schedule is based on degree and years experience.
<u>Benefits:</u>	OISD provides \$30,000 Life Insurance, AmeriDoc and proposes to pay \$225/month towards health insurance.
<u>How to Apply:</u>	Complete a District application on the website at www.onalaskaisd.net

Please attach a copy of your credentials with the online application.

For questions contact 936-646-1000

ONALASKA ISD IS AN EQUAL OPPORTUNITY EMPLOYER