



School District of Clear Lake

1101 3rd Street SW ❖ Clear Lake, Wisconsin 54005

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www.clwarriors.org

Greg Friendshuh, President
Kevin Grosskreutz, Vice President
Nettie Groat, Clerk
Christy Kobernick, Treasurer
Ryan Monson, Member

Administrative Office Assistant: School District of Clear Lake (High School Principal's Office)

Job Title	Administrative Office Assistant (High School Principal's Office)
H.R. Contact	Nick Gilles, 7-12 Principal ngilles@clwarriors.org
Contact Phone	715-263-2113 x1201
Job Description	High School office related duties including but not limited to: <ul style="list-style-type: none">• Greeting & Welcoming Guests/Visitors/Families• Monitoring Building Access• Compiling and submitting assorted reports to the State of WI• Daily announcements and weekly newsletter(s)• Working with and data entry to digital calendars• Medical Aide/ student health• Facilitation of the ITV network for students• Other office duties as assigned
Qualifications	Experience with Microsoft Office, Google GSuite, Skyward, and other office-related software platforms is desired.
Requirements	High School Diploma, Computer, Copier, Telephone & reception skills, experience with related office software packages, team player.
How to Apply	Print and complete the online application at www.clwarriors.org under "Employment Opportunities" then choose the "Non Certified Staff Application". Applications will be accepted until Tuesday, July 3, 2018 or until the position is filled. Please mail or drop off: a cover letter, completed application, resume with references, letters of recommendation, and copies of transcripts.
Employer	School District of Clear Lake Attn. Nick Gilles- Principal 1101 3 rd . St. SW Clear Lake, WI 54005
School Website	www.clwarriors.org

MISSION STATEMENT

The Clear Lake School District prepares students, in an active partnership with families and the community, to become lifelong learners and responsible citizens.