



---NOTICE---

June 19, 2024

The District Office is now accepting applications for the following position.

**Admin/Principal Administrative Assistant &
Summer School Administrative Assistant**
Zielanis School
40 hrs/wk 52 wks/year

**Interested individuals should upload into WECAN an introductory
letter, resume, and 3 letters of reference.**

Applications will be accepted until the position is filled.

Salary and Benefits as provided in the Kiel Support Staff Handbook

SOME JOB EXPECTATIONS

- Provide administrative support to the building principal and summer school director
- Ability to work in a team oriented environment
- Ability to be collaborative with other administrative assistants and personnel across the district
- Ability to keep staff and student matters confidential
- Professionally interact with all staff, parents, and students
- Capable of working without close supervision, able to show initiative
- Good oral and written communication skills; telephone and interpersonal public relations skills
- Proficiency in keyboarding, basic accounting, and file/recordkeeping
- Knowledge of computers and software programs including Microsoft Office, Google Platform, and student management systems preferred
- Knowledge of all office equipment
- To assist the summer school director in providing an effective summer school program that meets the needs of students in the district.
- To assist the professional and support staff in carrying out the summer school program. This includes all activities throughout the year, providing clerical oversight support during the term of summer school, and carrying out all post-summer school activities.
- Perform all duties as assigned by the building principal and summer school director

The Kiel Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientations, or physical, mental, emotional, or learning disability or handicap.