

## VACANCY NOTICE

April, 2018

**Position:** *OFFICE ASSISTANT – TOMORROW RIVER COMMUNITY CHARTER SCHOOL*

**Duties:** To assist in the smooth and efficient operation of the Tomorrow River Community Charter School (TRCCS), a school founded on the core principles of Public Waldorf Education. Candidate must be highly flexible with the ability to prioritize tasks on a daily basis. This person will be assisting with all aspects of the administrative office for the charter school including working with students and adults who visit the office.

**Qualifications:**

1. High school diploma or equivalent required. Additional formal education preferred.
2. Knowledge of Waldorf and Environmental Education preferable.
3. Prior secretarial work experience and accounting skills are desirable.
4. Excellent verbal and written communication skills.
5. Ability to work in a fast-paced environment, requiring multi-tasking, while paying close attention to detail and accuracy.
6. Ability to work independently.
7. Proficiency in computer skills, with strong knowledge in Microsoft Word, Excel, Publisher, QuickBooks and Google Apps., as well as an understanding of Skyward.
8. Must possess a friendly, dedicated, positive and cooperative attitude.
9. Must be able to maintain all aspects of confidentiality.
10. Satisfactory criminal background check.

**Hours/Salary:** 6.5 hours per day, 1.5-hour weekly staff meeting and 1 hour weekly of committee work (35 hrs. per week); 209 days a year/ starting wage: \$12.44 per hour.

**Beginning Date:** August 2018

**Application Deadline:** ASAP, position open until filled.

### **Application**

**Procedure:**

STEP 1. Visit our website at [amherst.k12.wi.us](http://amherst.k12.wi.us) and print an official *Support Staff Employment Application* form or contact the District Office for an application at 715/824-5521 ext. 1.

STEP 2. Complete and return the application with all the following to Mr. Michael Toelle, Tomorrow River School District, 357 North Main Street, Amherst, WI 54406:

- Cover Letter (addressed to Mr. Michael Toelle)
- Resume
- Transcripts of any specialized training or college coursework
- (2) Current Letters of Recommendation (work references preferred)

*NOTE: When mailing your completed packet, please affix sufficient postage. Applications arriving "postage due" will be returned to sender, delaying receipt of your application packet.*

This job description in no way states or implies that these are the only duties to be performed by this employee. Contact Chamomile Nusz, the TRCCS School Coordinator, with any questions pertaining the TRVCS or the position.