



**RICE LAKE AREA SCHOOL DISTRICT**

**RICE LAKE, WI 54868**

**POSITION VACANCY**

**POSITION:** High School Principal's Secretary

**LOCATION:** Rice Lake High School

**DATE OF POSTING:** August 24, 2017

**START DATE:** September 2017

**RATE OF PAY:** \$17.70/hour probationary  
\$18.04/hour non-probationary

**HOURS:** 8 hours/day, 12 months/year  
7:30 a.m. to 4:00 p.m.

**QUALIFICATIONS:** High School Diploma and 2-Year Associate Degree - Administrative Assistant or comparable work experience

**DESCRIPTION:** The Principal's Secretary will provide clerical assistance for the efficient and effective operation of the high school administrative office. This individual will assist instructional and support staff where appropriate as well as students, parents, and members of the community. Please see attached job description for further information.

**DEADLINE TO APPLY:** Until Filled

**APPLY:** Applications are taken through the WECAN website:  
<https://wecan.education.wisc.edu>