

**JOB OPPORTUNITIES
SCHOOL DISTRICT OF CRIVITZ
CRIVITZ, WISCONSIN**

NOTICE OF POSITION AVAILABLE

PART-TIME SECRETARY - ELEMENTARY SCHOOL

The School District of Crivitz is seeking a part-time secretary. Approximately 25 hours per week during the school year. Office experience and computer knowledge required. Strong communication skills required as well as ability to organize and prioritize multiple tasks.

Application may be submitted via WECAN at <https://wecan.education.wisc.edu/#/> Vacancy ID # 237833
OR

Submit “Non-Certified” application (found on website: www.crivitz.k12.wi.us “District” tab),
resume, and letter(s) of references to:

Kam Dama, Elementary School Principal
School District of Crivitz
400 South Avenue
Crivitz, Wisconsin 54114

APPLICATION DEADLINE: UNTIL FILLED

The School District of Crivitz Board of Education does not discriminate on the basis of the Protected Classes and is an equal opportunity employer.