

SCHOOL DISTRICT OF MAUSTON

510 Grayside Avenue, Mauston, WI 53948 • (608) 847-5451 • Fax (608) 847-4635

EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant- Special Education

Posting Date: 07/03/2025

Location: District Office

Hours of Work (%FTE): 7:30AM - 4:00PM weekdays

Pay Rate: \$18.00

Job Description:

The School District of Mauston seeks an individual who has the ability and willingness to work as a full-time Administrative Assistant for the Special Education Department for the School District of Mauston. This position will start (each year) approximately mid-August through mid-June each year; several additional days during the summer will be required (the days will be determined by your supervisor and will be based on summer needs for system rollover and Child Find activities).

Job Responsibilities:

- Maintain the highest level of confidentiality as you would be working with student health and disability information
- Be able to learn operating systems for IEPs (Individualized Education Plan). Our district uses "Go Solutions"
- Ability to learn basic special education laws surrounding IEP guidelines
- Process incoming and outgoing special education student records, including processing records requests and faxing records to outside agencies.
- Have the ability to communicate clearly and concisely (both written and verbally) with staff, parents/guardians, and outside agencies. Also the ability to keep detailed records of communications.
- Assist with Medicaid Billing and DPI Census report for Child Find
- Other office related duties as needed. The district uses Skyward and gmail/google programs.

The School District of Mauston offers a complete benefit package including medical, dental, vision, and life insurance. As well as, Short Term Disability, Long Term Disability, participation in the Wisconsin Retirement System, and the option to participate in a Flex Spending Account. This position also receives paid time off and paid holidays.

Qualifications:

Applicants must have a minimum of high school diploma along with a valid driver's license. Applicants must have excellent technology and organizational skills. Preferred candidates will have experience with Microsoft Excel and Microsoft Word, ability to learn other software programs, and be a proven self starter. Must pass a background check and drug screen upon offer of employment.

How To Apply:

Apply on WECAN at <https://wecan.education.wisc.edu/#/>; Vacancy ID: 241307 or

Apply on Indeed at www.indeed.com

Deadline for Application Materials: Until Filled

For more information, please contact Director of Pupil Services, Mary O'Brien at (608) 847-5451 extension 6602 or via email at mobrien@maustonschools.org.

The School District of Mauston is an Equal Opportunity Employer.

