

SCHOOL DISTRICT OF MAUSTON

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

EMPLOYMENT OPPORTUNITY

Job Title: Secretary (part-time)

Posting Date: 8/3/26

Location: Grayside Elementary School

Hours of Work (%FTE): 7:30am - 12:30 PM (On School Days Only)

Pay Rate: \$15.25

Anticipated Start Date: 2026-2027 School Year

Job Description:

The School District of Mauston seeks an individual who has the ability and willingness to work as a part-time Secretary at Grayside Elementary School. This is a school year position, Monday through Friday. Must have a friendly, helpful attitude, and ability to maintain a high level of confidentiality, as this position consists of helping students, staff, and the building Principal on a daily basis.

Qualifications:

Applicants must have a high school diploma or equivalent along with a valid driver's license. Applicants must have excellent technology and organizational skills, and the ability to communicate positively and effectively with students, staff, and parents. Preferred candidates will have experience in using Google Workspace applications (Google Docs, Sheets, Slides, Forms, and Drive,) Microsoft Excel and Microsoft Word, and be able to learn other software programs. The District also uses Skyward Student software, RedRover, and parent communication programs. 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: or 270598

Apply on Indeed at www.indeed.com

Deadline for Application Materials: Until Filled

HR Contact: Jennifer Baldwin

Phone: (608) 847-5451 ext. 6684

For more information, please contact Grayside Elementary School Principal Bobbi Steele at (608)847-5616 extension 2249 or via email at bsteeler@maustonschools.org.

The School District of Mauston is an Equal Opportunity Employer.

