



**BURLINGTON AREA SCHOOL
DISTRICT**

**PLACEMENT NOTICE
EXTERNAL POSTING
2017-18 SCHOOL YEAR**

Position: Part-Time Administrative Assistant/Computer Lab Supervisor
8:00 am – 2:00 pm – Monday - Thursday

The Southern Lakes Alternative High School is seeking an individual to fill the position of part time administrative assistant/computer lab supervisor starting in September of 2017. This position supports the operation of the Southern Lakes Alternative High School in Burlington. Bilingual candidates are encouraged to apply.

Qualification/Responsibilities Include:

- Must have experience with Excel
- High School diploma required
- Assist students with use of computer hardware and software
- Maintain appropriate work environment in computer lab
- Assess students' computer skills and knowledge of technology terminology
- Work with other staff member in a team approach
- Orient new students, including parent communication, placement testing, and individual program development
- Take attendance each day
- Type and send letters for Principal
- Maintain students' permanent records
- Maintain attendance records
- Verify community service work completed by students
- Make copies for teachers
- Coordinate community service projects
- Supervision of students during non-academic time

Applications accepted until July 27, 2017.

Interested candidates should submit a letter of application, resume and letters of recommendation to:

Sheri Bronstad, Principal
Southern Lakes Alternative High School
209 Wainwright Avenue
Burlington, WI 53105

Position/Posting Approval: _____ *Peter Smith*

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.