

Full Time Clerical Aide/Ahnapee Regional Assistant YA - Vacancy ID: 252377

Open Vacancy

Vacancy Details

Title

Full Time Clerical Aide/Ahnapee Regional Assistant YA

School/Building

High School

Number of Openings

1

URL

<https://www.luxcasco.k12.wi.us>

Close Date (11:59 p.m. Central)

Open until filled

Contact

Name

Tyson Tlachac

Title

Principal

Email

ttlachac@luxcasco.k12.wi.us

Phone

920-845-2336 x 401

Website

<https://www.luxcasco.k12.wi.us>

Position Details

Position Start Date

7/1/2026

Salary/Wage

\$17.65-\$21.15 per hour

Appointment Type

Full Time

Description

Luxemburg-Casco School District is seeking a Full Time Clerical Aide/Ahnapee Regional Assistant YA for the 2026-27 school year.

Duties Include, But not limited to:

Student Programs & Scholarships

- Coordinate and manage all student scholarship opportunities
- Plan and coordinate the Senior Awards Ceremony, including awards for athletics and youth apprenticeship students
- Promote community service, job opportunities, and postsecondary programs

Athletics & Co-Curricular Administration

- Support the Athletic Director/Dean of Students with daily operations
- Manage athletic scheduling, registration databases, rosters, and participation data
- Coordinate referee contracts, payments, and event staffing
- Oversee athletic contracts, game agendas, awards, and weekly calendar updates

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- Ensure coaching compliance and maintain required documentation
- Manage medical records, physicals, and eligibility documentation

Activities & Student Conduct

- Maintain records for all school activities and clubs
- Coordinate co-curricular registration and compliance
- Prepare and distribute suspension and code of conduct correspondence

Counseling & Student Services Support

- Serve as receptionist and administrative assistant to the Counseling Office
- Manage transcript requests and student records
- Coordinate college admissions counselor and military recruiter visits
- Support the Ahnapee Automotive/Diesel Maintenance Technician Program

Youth Apprenticeship & Career Pathways

- Assist with the Northeast Wisconsin Youth Apprenticeship (NEWYA) program
- Complete clerical documentation and track student apprenticeship hours
- Distribute employer evaluations
- Support program coordination and student recognition

Responsibilities:

- Communicates with parents, students, staff, etc. in person, by telephone or in writing for the purpose of providing information on a variety of issues including but not limited to athletics, academics and scholarships.
- Maintains records of student academics and activities
- Coordinates a variety of projects and/or activities for the purpose of meeting requirements for site operation.
- Supports administrative personnel for the purpose of assisting with their administrative functions.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Performs other specific job-related duties as assigned

Minimum Qualifications Skills:

- Flexibility is required to work independently and with others in a wide variety of circumstances; operate equipment typical to a school office setting.
- Being attentive to detail; communicating with diverse groups; working under time constraints; maintaining confidentiality and working with frequent interruptions.

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex, pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment. The following staff are designated to receive inquiries regarding the on-discrimination policies: Jane Mathes, Director of Special Education and Student Services, titleix@luxcasco.k12.wi.us 920-845-5549 x 504 or Jo-Ellen Fairbanks, Superintendent, jfairbanks@luxcasco.k12.wi.us 920-845-2391 x 103.

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume
- Letters of Recommendation