

Full Time Clerical Aide - Vacancy ID: 268899

Open Vacancy

Vacancy Details	Contact
Title Full Time Clerical Aide School/Building Middle School Number of Openings 1 URL https://www.luxcasco.k12.wi.us Close Date (11:59 p.m. Central) Open until filled	Name Todd Chandler Title Principal Email tchandler@luxcasco.k12.wi.us Phone 920-845-9525 x 301 Website https://www.luxcasco.k12.wi.us

Position Details
Position Start Date 8/24/2026 Salary/Wage \$18.30/hour Appointment Type Full Time Description The Luxemburg-Casco Middle School is seeking a dedicated and highly organized Full Time Clerical Aide to support our Grades 7-8 learning community. This 183 day position plays a vital role in ensuring the smooth daily operation of our school environment. The ideal candidate is dependable, detail-oriented, and enjoys working in a fast-paced, student-centered setting. We are looking for someone who believes all students can succeed in a global environment by ensuring excellence in both intellect and virtue. The most successful applicant will demonstrate a passion for education; be a lifelong learner; possess a desire to work in a team environment; excellent communication skills; and knowledge of restorative practices within a trauma sensitive environment. Key Responsibilities: • Student Attendance if the Building Secretary is Out: ○ Accurately record and monitor daily student attendance ○ Follow up on unexcused absences and tardies ○ Generate and share attendance reports with administration and staff • Office & Clerical Support: ○ Serve as a welcoming presence for students, staff, and visitors ○ Answer phones, respond to emails, and handle general inquiries

- Support communication between families and school personnel
- PowerLunch daily reports and End of Month balancing of bank deposits to PowerLunch transactions
- Responsible for the work room/copy room: copies, laminating, etc.
- Support students, families, and administrator on special events evenings: registration (forms & fees), orientation, open house
- Purchase Ordering & Budget Tracking:
 - Work room/copy room supplies: paper, toner, staples, etc.
- Lunch/Recess:
 - Point of Contact for the kitchen staff
 - Supervise lunch/recess
- Additional Duties as Assigned:
 - Supervision of additional section(s) of study hall
 - One-on-one study hall if needed
 - Supervise student(s) in the office
 - Assist with organization of field trips
 - Minor or basic student medical things in the absence of the nurse

Qualifications:

- High school diploma or equivalent required; post-secondary coursework or administrative certification preferred
- Previous experience in a school or office setting strongly preferred
- Strong organizational and time-management skills
- Proficiency with common office software (e.g., Google Workspace, Microsoft Office) and student information systems
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and professionalism in all interactions
- Friendly, approachable demeanor with a student- and family-centered focus

NOTICE OF NONDISCRIMINATION POLICY

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, jmathes@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

- Cover Letter
- Resume
- Letters of Recommendation
- Transcripts & Licenses/Certifications