

Administrative Assistant - Vacancy ID: 275343

Open Vacancy

Vacancy Details	Contact
Title Administrative Assistant	Name Tyson Tlachac
School/Building High School	Title Principal
Number of Openings 1	Email ttlachac@luxcasco.k12.wi.us
URL https://www.luxcasco.k12.wi.us/	Phone 920-845-2336 x 401
Close Date (11:59 p.m. Central) Open until filled	Website https://www.luxcasco.k12.wi.us/

Position Details
Position Start Date 11/30/2026
Salary/Wage \$20.40/hour
Appointment Type Full Time
Description Luxemburg-Casco School District is seeking a Full-Time Building Administrative Assistant for the 2026-27 school year at the High School. This position is a 237 day position. Hours are 6:30am - 2:30pm Monday-Friday during the school year.
Duties Include, But not limited to: • Organization of all building sub coverage which includes but not limited to getting subs ready for the day with all appropriate materials, finding subs, making sure each classroom is staffed for the day and communicating important information with subs • Entering students grades into Student Information System for courses taken outside of high school classes • Enter all new student information into Student Information System and facilitate all tasks for their enrollment in District • Exit students from Student Information System that are transferring and send all appropriate files • Complete Child Support paperwork for families • Assists with Online Registration of students • Secretarial duties including answer phones, respond to emails, handle general inquiries be the first point of contact for individuals coming into the building and complete mailings • Maintain emergency drills record for High School and Middle School • Work with outside vendors (Harmanns, Brighter Smiles, etc.) to setup visits

- Take care of background checks for volunteers
- Work with District Registrar to make sure enrollment numbers are correct and up to date
- Assist with nursing duties such as handing out prescription medication and over-the-counter medication, dealing with minor injuries and sicknesses

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
- 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.

Benefits: Eligibility for health insurance, dental insurance, vision insurance, short term disability, long term disability, life insurance, flex spending, dependent care, EAP, WRS (Wisconsin Retirement System).

Also included: 7 Sick days, 1 personal day, 3 PTO days per year and 5 paid holidays

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, 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