

MEDFORD AREA PUBLIC SCHOOL DISTRICT
124 W. State Street
Medford, WI 54451
(715) 748-4620

April 29, 2025

Elementary Secretary – Medford

Full-time, 11-month employee, 8 hours per day, reduced summer hours

Successful applicant must have office experience, excellent technology, communication and organizational skills and detail oriented. Must possess the ability to multi task with frequent interruptions; work with minimal supervision; ability to problem-solve and communicate with staff, students, parents and other community members in a professional manner.

Duties include, but are not limited to: daily student attendance and correspondence, answering phones, communicating with staff, students and parents, coordinating field trips, transportation, distributing mail and all other duties as assigned.

Applicant Requirement:

Applicant must be a high school graduate. Previous office experience and technology skills required.

Apply immediately; until filled

Send letter of application, resume, letter of recommendation and district application to:
Medford Area Public School District
Human Resources
124 W. State Street
Medford, WI 54451

More Information:

Visit our website at www.medford.k12.wi.us - click on employment opportunities.

**ALL POSITIONS ARE SUBJECT TO THE SCHOOL DISTRICT'S
CRIMINAL RECORDS, DRUG TESTING AND PHYSICAL EXAMINATION POLICIES.**

An Equal Opportunity Employer