



Hamilton School District

Human Resources & Organizational Development

EMPLOYMENT OPPORTUNITY

Position: Associate Principal - Hamilton High School

The Hamilton School District is seeking a child-centered, progressive, proactive high school associate principal. This individual must be focused on student achievement, be a team player and have demonstrated sound instructional leadership skills.

Performance Responsibilities:

- Plans, develops and maintains a school culture which fosters high academic and behavioral expectations and achievement for students
- Assists in leadership and managerial duties of the school
- Assists in selecting, assigning, evaluating and developing a staff that will have maximum, positive impact on student learning and school life
- Assists in the planning and operation of all curricular aspects of the school
- Plans, designs and operates an internal, external and personal communication program.

Qualifications:

- Master's degree with a major in education administration/supervision
- Wisconsin administrative certification
- Successful teaching experience
- Administrative experience preferred
- Knowledge and understanding of high school curriculum
- Organizational skills
- Excellent communication skills

Timeline: Applications accepted immediately with interviews of selected candidates to follow.

Apply on-line at WECAN <http://services.education.wisc.edu/wecan/> (certified staff). If you have questions, contact the Human Resources Department at (262) 246-1973 ext. 1181

4/10/2013

Reference: Associate Principal, A-170

Hamilton School District is an equal opportunity employer and selects the best matched individual for the job based on job related qualifications, regardless of race, religion, political affiliation, sex or sexual orientation, age, national origin, citizenship, handicap, marital status, ancestry, color, disability, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or state of Wisconsin, the use or nonuse of lawful products off school premises during nonworking hours, or any other reason prohibited by state or federal law. Formal complaints regarding discrimination should be sent to: John Roubik, Director of H.R.; Hamilton School District; W220N6151 Town Line Road; Sussex, WI 53089 or phone at (262) 246-1973 ext. 1179.



Hamilton School District

Human Resources & Organizational Development

EMPLOYMENT OPPORTUNITY

- Position:** Administrative Assistant
Marcy Elementary (1.0 F.T.E)
- Job Description:** Perform secretarial/clerical duties using individual judgment and initiative; contribute to a positive climate by establishing and maintaining effective relationships with children, parents and staff; interact with the public; such other alternatives as determined by the building principal.
- Qualifications:** The ability to communicate with staff, students and parents; experience in the use of computer technology including word processing, databases, spreadsheets, desktop publishing, and presentation software; strong bookkeeping and organizational skills; the ability to establish appropriate priorities and carry out tasks in a timely and organized fashion. Previous experience as a secretary in a school setting preferred.
- Timeline:** Applications accepted immediately with interviews of selected candidates to follow.

Apply on-line at WECAN <http://services.education.wisc.edu/wecan/> (Support Staff). If you have questions, contact the Human Resources Department at (262) 246-1973 ext. 1181

March 12, 2013

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Hamilton School District

Human Resources & Organizational Development

EMPLOYMENT OPPORTUNITY 2013-2014 School Year

- Position:** Paraprofessional-Instructional/Clerical
Templeton Middle School
- Hours:** 4 hours/day (9:30 a.m. – 1:30 p.m.)
- Qualifications:** Must possess strong communication and organization skills, ability to use word processing and data base software programs; ability to be professional and enthusiastic when working with staff, students and parents; ability to supervise and provide support to students in a variety of settings, ability to maintain confidentiality and ability to work independently or as part of a team.
- Position Goal:** Assist the school administrator/administrative assistant and school staff with all aspects of the middle school office.
- Timeline:** Applications accepted immediately with interviews to follow.

Apply on-line at WECAN <http://services.education.wisc.edu/wecan/> (Support Staff). If you have questions, contact the Human Resources Department at (262) 246-1973 ext. 1181

8/02/13

Reference: Position description I-120

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Hamilton School District

Human Resources & Organizational Development

EMPLOYMENT OPPORTUNITY 2013-2014 School Year

- Position:** Elementary Teacher – Grade 5 (1.0 F.T.E.)
Woodside Elementary School
- Qualifications:** Certification by the Wisconsin Department of Public Instruction for appropriate grade levels and such alternatives to the qualifications as the Board of Education finds appropriate and acceptable.
- Position Goal:** To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.
- Timeline:** Applications accepted immediately with interviews to follow.

Apply on-line at WECAN <http://services.education.wisc.edu/wecan/> (Certified Staff). If you have questions, contact the Human Resources Department at (262) 246-1973 ext. 1181

7/22/2013

Reference: Teacher, P-260

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Hamilton School District

Human Resources & Organizational Development

EMPLOYMENT OPPORTUNITY 2013-2014 School Year

Position: School Psychologist – PreK-12 (1.0 FTE)
Hamilton School District
Three positions available

Responsibilities: Conduct student assessments; case manage IEP teams; act as liaison for students placed out of district; provide transition services for families coming from the birth-to-three program; serve on building intervention teams; provide consultation services and psychological interventions; serve on building and district Response to Intervention and Positive Behavioral Interventions & supports (PBIS) committees; keep abreast of new developments in the areas of school psychology, special education and mental health; and perform other duties as assigned by the Supervisor of Special Services/building principal.

Qualifications: Certification by the Wisconsin Department of Instruction as a school psychologist; RTI experience required; and such alternatives to the qualifications as the Board of Education finds appropriate and acceptable.

Timeline: Applications accepted immediately with interviews of selected candidates to follow.

Apply on-line at WECAN <http://services.education.wisc.edu/wecan/> (Certified Staff). If you have questions, contact the Human Resources Department at (262) 246-1973 ext. 1181

6/05/2013

Reference: Teacher, P-240

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