

**The School District of the Tomorrow River
357 North Main Street
Amherst, Wisconsin 54406
715/824-5521 ext. 1**

VACANCY NOTICE

2016-17 School Year

Positions: *Substitute Teacher Assistants*

Duties: To provide assistance on an “as needed” basis in the special education, and/or regular education classroom by working with individual students or small groups. This may include assisting with job training skills, functional life skills, social and/or academic skills.

Minimum

Qualifications:

1. Must be able to work independently and in small groups.
2. Must be able to maintain all aspects of confidentiality.
3. Must be able to physically perform all job duties.
4. Previous experience preferred, but not necessary.
5. High school diploma or equivalent.
6. Favorable background check.

Wages/Hours: \$10.37 per hour Unlicensed Assistant; \$11.56 Licensed Assistant

Application

Procedure:

STEP 1. Visit our website at amherst.k12.wi.us and print an official *Support Staff Employment Application* form, or contact the District Office for an application at 715/824-5521 ext. 1.

STEP 2. Complete and return the application with all of the following to Mr. Dennis Raabe, Tomorrow River School District, 357 North Main Street, Amherst, WI 54406:

- Letter of Application/Cover Letter (addressed to Mr. Dennis Raabe)
- Resume, if available
- Current Letter of Recommendation (work reference preferred)

NOTE: When mailing your completed packet, please affix sufficient postage. Packets arriving postage due will be returned to sender.