

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

**VACANCY NOTICE**

2018-2019 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:** \$10.84 per hour Unlicensed Assistant; \$12.09 Licensed Assistant

**Application**

- Procedure:**
- STEP 1. Visit our website at [amherst.k12.wi.us](http://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. Michael Toelle, Tomorrow River School District, 357 North Main Street, Amherst, WI 54406:
- Letter of Application/Cover Letter (addressed to Mr. Michael Toelle)
  - 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.