

## Administrative Assistant

### EMPLOYMENT OPPORTUNITY



#### Employment Type

Full-time, school-year

#### Location

Head Start - Jefferson Main Office  
Jefferson, WI

#### Start Date

August 25, 2025

#### Salary Range

\$18.70 - \$20.14 per hour

#### Reports To

Head Start Director

#### Brief Job Description

Provide administrative and clerical support services to the Head Start program. [Full job description.](#)

#### Qualifications:

##### Education/Experience

High school diploma/GED. Preferred candidates will be bilingual in Spanish.

##### Skills Required

Thorough knowledge of general administrative practices. Broad based knowledge and experience in computer applications and systems, i.e. database, spreadsheet, word processing, powerpoint, email and internet. Effective time management skills. Concern for quality and attention to detail. Exceptional communication and public relations and customer service skills. Effective problem solving skills. Strong organizational skills.

#### How To Apply

Apply via [WECAN](#) or complete the [CESA 2 Employment Application](#).

CESA 2 is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

# About CESA 2

## Mission

To improve student learning by expanding the capacity of our diverse school districts.

## Vision

Become the preferred partner by helping districts achieve exceptional student learning.

## Values

- Collaborative relationships
- Effective practice
- Tailored services
- Family engagement
- Shared leadership
- Results-focused
- Innovative thinking

## How We Serve

The Cooperative Educational Service Agency (CESA) 2 provides services and support to its 74 member school districts throughout Dane, Green, Jefferson, Kenosha, Racine, Rock, and Walworth counties in southern Wisconsin. Working in partnership with school districts, universities, and businesses, CESA 2 strives to be a leader of educational leaders. CESA 2 is governed by section 116.01 of Wisconsin State Statutes, which allows it to enter into contracts and act as a liaison between school districts, the Department of Public Instruction, and the U.S. Department of Education.

Funding for CESA 2 programs and services comes from state and federal grants, professional development workshop fees, and fees paid for specific services.

## The CESA 2 Region

