



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: RRO Elementary Secretary
Classification: Hourly Employee / MESPA Contract Agreement
Terms: Monday – Friday; 7.95 hours per day
Starting Salary: \$15.00 per hour; Commensurate with experience
Posted: July 22, 2024
Closing Date: July 31, 2024

Job Summary:

The Secretary works with the Administrative Secretary and at the direction of the Principal, to ensure the smooth operation of the school office. Their primary responsibility includes accurate record keeping and maintaining proper documentation for all middle school students, utilizing our student documentation system.

Benefits Include:

- Dental, Vision, Life and AD&D Insurance
- Option to enroll in Medical Insurance
- Enrollment in State Retirement System
- Paid Time Off

Education / Qualifications:

- Possession of a high school diploma or its equivalent
- College or advanced training in secretarial skills or office management preferred
- A minimum of two years successful experience as a secretary or office manager
- Proficiency in the use of computer applications including Microsoft Word, Microsoft Excel, and administrative / attendance programs (Ex: Tyler Munis, PowerSchool)

See attached job description for additional qualifications and a list of job responsibilities.

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Secretary
REPORTS TO: Principal
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Secretary works with the Administrative Secretary and at the direction of the Principal, to ensure the smooth operation of the school office. Their primary responsibility includes accurate record keeping and maintaining proper documentation for all middle school students, utilizing our student documentation system. The Secretary is responsible for school compliance with all applicable state or federal laws pertaining to education, rules and procedures set forth in the Michigan School Code, policies established by the Board of Education and administrative initiatives.

EDUCATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent
- College or advanced training in secretarial skills or office management preferred

QUALIFICATIONS:

- Pass a basic skills test and a keyboard test
- A minimum of two years successful experience as a secretary or office manager
- Proficiency in the use of computer applications including Microsoft Word, Microsoft Excel, and administrative / attendance programs (Ex: Tyler Munis, PowerSchool)
- Type 45 words per minute preferred

ESSENTIAL JOB FUNCTIONS:

- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Have strong organizational skills, ability to multi task and meet deadlines
 - Motivate others and influence their behaviors
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Work effectively as part of a team
- Assist in the orientation of certified and support personnel new to the school
- Be courteous and helpful in meeting the public on the phone and in person
- Write entry passes for students late to school
- Type and file within guidelines of current office practices
- Assist with student records (including CA-60's), reports, purchase orders, inventories, supply orders and attendance as required
- Operate office equipment (copiers, fax, etc.)
- Assist injured and sick students
- Be regular in attendance
- Perform such other tasks and assume such other responsibilities as may be assigned by the Principal

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 25 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a general office environment.

EVALUATION:

The Secretary is evaluated by the Principal.

WORK LOCATION(S):

Most work is performed within the MAPS school offices.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.