



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# High School Secretary

August 1, 2019

### Job Summary:

Under the direction of the administrators, the secretary is responsible for assisting students, parents, staff and visitors.

### Qualifications:

#### Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge and use of Microsoft Office products and student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Demonstrated success as a collaborator and proven team player
- E. Demonstrated successful communication skills with students, staff, parent and community

#### Desired Characteristics:

- A. Prior secretary/office experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with children

#### Duties:

- A. Provide secretarial support to all High School Administrators
- B. To assist students, parents, staff and visitors
- C. Type correspondence, answer phones, process mail, and maintain general office files
- D. Process and maintain all necessary paperwork for supplies, materials, equipment and inventory
- E. Maintain and communicate all discipline records and files
- F. Ability to plan and organize; good work habits
- G. Communicate effectively with students, staff and parents
- H. To accurately maintain student information system on a timely basis
- I. Process daily attendance for all high school students
- J. Willing and able to be trained in medical areas; diabetic screening, dispersing medicine, lice check, fevers, etc.
- K. Perform other duties as assigned by administration

### STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: July 31, 2019**

**Start Date: September 3, 2019, 46-week position, Monday – Friday, 7:30 a.m. – 3:30 p.m.**

**Salary: \$12.02 per hour (Step 1)**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources, [tkammeraad@gulllakecs.org](mailto:tkammeraad@gulllakecs.org)