



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

### Media Clerk/Secretary - Richland Elementary Internal Posting Only

February 12, 2020

#### Job Summary:

Under the direction of the administrators, the media clerk/secretary is responsible for assisting students, parents, staff and visitors in the Media Center and Office

#### 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/library experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with children preferred
- D. Knowledge of library system management (shelf order, circulation, inventory and cataloging) preferred

#### Duties:

- A. To provide secretarial support to all students and staff
- B. To assist students, parents, staff and visitors in the Media Center and Office
- C. Ability to suggest reading material and help students and staff use print and online resources
- D. Electronic correspondence, answer phones, process mail, and maintain general office files
- E. Process and maintain all necessary paperwork for supplies, materials, equipment and inventory
- 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. Willing and able to be trained in medical areas; diabetic screening, dispersing medicine, lice check, fevers, etc.
- J. 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: February 18, 2020**

**Start Date: ASAP, 42-week position, Monday – Friday, 8:00 a.m. – 4:00 p.m.**

**Salary: \$12.26 per hour (Step 1)**

**Apply To:** To be considered as a candidate, you must submit by the deadline a resume and letter of interest stating rationale for applying and qualifications for the position to:

Tonya Kammeraad, Human Resources  
10100 East D Avenue, Richland, Michigan 49083  
269/548-3415, FAX 269/548-3401