



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Administrative Assistant to the Superintendent

January 8, 2021

Job Summary:

This position is responsible for managing the day to day operations of the Superintendent's office in an efficient manner and provide support to the Board of Education trustees, administrators, staff and community members.

Qualifications:

Required:

- A. Bachelor's Degree preferred; Associates Degree required
- B. Comparable experience as an administrative secretary or legal secretary, or prior K-12 administrative assistant experience
- C. Proficient use of computers including knowledge and use of Microsoft Office products, student data systems, and Google applications
- D. Must possess excellent written and verbal communication skills
- E. Ability to manage the workflow within timelines according to instructions furnished
- F. Knowledge of District procedures and policies
- G. Ability to assume responsibility, work effectively, and independently under pressure
- H. Demonstrate success as a collaborator and proven team player
- I. Demonstrate successful communication skills with students, staff, parents, and community

Essential Duties:

- A. Provide administrative support to the Superintendent, Assistant Superintendent, and the Board of Education
- B. Prepare all materials for the Board, including materials for regular and special meetings, committee meetings, and closed hearings. Attend all Board of Education meetings serving as the recording secretary
- C. Maintain confidentiality and observe related communication protocols with each stakeholder group
- D. Use good judgment in processing confidential materials and time sensitive information
- E. Ability to handle many job responsibilities and prioritize duties
- F. Ability to work independently with frequent interruptions while maintaining attention to detail
- G. Maintain BoardBook as it relates to Board agendas and District policies
- H. Maintain Schools of Choice information and process related correspondence
- I. Type correspondence, answer phones, process mail, and maintain general office files
- 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: January 25, 2021

Start Date: February 15, 52 week position, Monday – Friday, 7:00 a.m. – 3:00 p.m.

Salary: Salary to commensurate with candidate's qualifications and experience

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Sherri Simmons, Human Resources Email: ssimmons@gulllakecs.org Phone: 269/548-3415