



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Secretary to the Special Education Supervisor -Part Time .63 FTE

February 3, 2021

Job Summary:

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

Qualifications:

Required:

- A. High School diploma or general education degree with excellent command of the English language
- B. Proficient use of computers including knowledge and use of Google Suite products and student data systems
- C. Must possess excellent written and verbal communication skills
- D. Must possess proven organizational skills including the ability to handle a multitude of responsibilities with minimal supervision and frequent interruptions
- E. Ability to maintain an exceptional high degree of confidentiality and sensitivity
- F. Ability to be proactive, resourceful, and efficient with a high level of professionalism
- G. Demonstrated success as a collaborator and proven team player
- H. 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 special education materials and processes

Duties:

- A. To assist and communicate effectively with students, parents, staff, parents and visitors
- B. Electronic correspondence, answer phones, process mail, and maintain general office files
- C. Process and maintain all necessary paperwork for enrollment, pupil accounting and discipline
- D. Process and maintain all necessary paperwork for supplies, materials, purchase orders, professional development equipment and inventory
- E. Maintain regular consistent attendance with punctuality
- F. Maintain several databases, generate, review, summarize and submit reports
- G. Work closely with the Administrator to distribute communications to staff, students, and parents
- H. Order and maintain office materials and equipment
- I. Prepare and assemble materials for in-services and meetings
- J. Maintain Special Education's calendar and schedule meetings, appointments, conference room reservations
- 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 Americans 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: Until filled

Start Date: March 22, 2021 Monday – Friday, 11:00 a.m. – 4:00 p.m., 42 week employee

Salary: \$12.51 per hour

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: Contact – Sherri Simmons, Human Resources. ssimmons@gulllakecs.org