



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Central Office Receptionist & Curriculum Secretary

1 FTE

December 10, 2021

Job Summary:

Under the direction of the administrators, the Central Office Receptionist and Curriculum 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, Google applications and student data systems
- C. Must possess excellent written, verbal communication, and proven organizational skills
- D. Demonstrated success as a collaborator and proven team player
- E. Demonstrated successful communication skills with students, staff, parents, and community

Desired Characteristics:

- A. Prior secretary/office experience preferred
- B. Experience working with students
- C. Ability to handle many job responsibilities and prioritize duties
- D. Excellent organization and work habits

Duties:

- A. To provide secretarial support to the Director of Curriculum and Instructional Technology
- B. To assist students, parents, staff, and visitors as the Central Office Receptionist
- C. Type correspondence, answer phones, process mail, and maintain general office files
- D. Process and maintain all necessary paperwork for supplies, materials, and inventory within the Curriculum Dept.
- E. To accurately maintain student information system on a timely basis for Gateway Academy
- F. Process reporting substitutes and all documents associated with payroll
- G. Willing and able to be trained in medical areas; diabetic screening, dispersing medicine, lice check, fevers, etc.
- H. Serve as a team participant with Central Office staff
- I. 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: Open Until Filled

Start Date: ASAP, M-F 7:00 a.m. – 3:00 p.m., 12-month position

Salary: Commensurate with experience, signing bonus

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