



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Gull Lake Partnership MCIR Coordinator Part Time

December 29, 2021

### Job Summary:

Under the direction of the administrators, the MCIR assistant is responsible for assisting students and parents.

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

#### Duties:

- A. To assist students, parents, and staff related to MCIR/Immunizations and options
- B. Type email correspondence, answer parent phone calls, process email relating to MCIR and maintain MCIR reporting.
- C. Oversee MCIR immunization records and meet necessary deadlines for part-time GLVP students
- D. Ability to plan and organize; good work habits
- E. Communicate effectively with students, staff and parents
- F. Accurately maintain student information system relating to MCIR
- G. Participate in ongoing meetings with district staff for MCIR reporting protocols
- H. Perform other duties as assigned by the Partnership Directors

### 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, 15 hours per week**

**Salary: Salary commensurate with candidate's 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](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)