

Constantine Public Schools
1 Falcon Drive
Constantine, MI 49042

Job Posting

Position: High School Receptionist/Athletic Secretary

Qualifications:

- High School Diploma; experience preferred
- Ability to operate a personal computer and related software
- Skills in human relations and communication
- Ability to plan and organize; good work habits
- Ability to effectively present information and respond to questions

High School Front Desk & Reception Duties:

- **Community and Staff Liaison:** Warmly greet visitors, answer and route incoming phone calls, take accurate messages, and distribute mail.
- **Administrative Support:** Type, prepare, distribute, and file correspondence, records, mailings, and building reports for principal and building needs.
- **Attendance & Truancy Tracking:** Oversee daily student attendance data, manage truancy tracking logs, and handle related school-to-home correspondence.
- **Student Record Maintenance:** Safely manage, organize, and archive high school student cumulative files and active record databases.
- **Weekly Health Reporting:** Prepare and submit required weekly communicable disease reports to designated public health and administrative authorities.
- **Student Support & Safety:** Provide appropriate first aid care and distribute medications in strict accordance with District policy.
- **Operational Support:** Process volunteer background checks according to District protocols. Orient substitute teachers to building layouts, schedules, and daily plans.
- **Office Efficiency:** Order and maintain office supplies, operate standard duplicating/office equipment, and manage the distribution of community and district flyers.

Athletic Department Support

- **Event Coordination:** Contract sports officials and collaborate closely with the assignor for home contests to guarantee proper scheduling and event staffing.
- **Public Communication:** Update and maintain the athletic page of the school website; utilize specialized software programs and district social media accounts to keep the public promptly informed of scheduling changes.
- **Compliance & Administration:** Assist the Athletic Director with student-athlete academic and physical eligibility monitoring. Prepare coaching contracts and orient new coaches regarding Athletic Office paperwork requirements.
- **Financial Tracking:** Accurately handle gate receipts from athletic events and strictly follow established district procedures for depositing funds.
- **Confidential Assistance:** Maintain detailed athletic records and files, serving as a confidential administrative assistant to both the High School Principal and the Athletic Director.

Application Deadline: Until Filled

To apply, please use the following link: [TalentEd](#)

STATEMENT OF NON-DISCRIMINATION: It is the policy of the Constantine School District that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities. **NEED TO ESTABLISH RIGHT TO WORK:** In accord with the federal law, any person employed by the district must provide evidence that s/he is eligible to work in the United States. **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.