

## Secretary - Negaunee Public Schools

Provide administrative support to the assigned Administrator, manage daily operations and clerical tasks of school/department office, prepare correspondence, assist with school events, manage office supplies, support school staff, and ensure confidentiality and compliance with regulations. Other duties as assigned.

### **Qualifications:**

- High School graduate, plus minimum of two years successful experience in a secretarial or related field, preferably in an educational environment; high level of experience, discretion, integrity, and technical skills.
- Proficient typist with the ability to use various computer software packages to include word processing, desktop publishing, spreadsheets, and databases, which may be determined through a skills test.
- Must be able to attend directly to student, staff, and citizen concerns in a pleasant, businesslike manner, and have the ability to effectively organize the activities of an office.
- Warm personality, ability to relate to others, excellent communication skills, sincere interest in children, polite, courteous, tactful, self-directed, and self-motivated.
- The physical capability to perform the duties and responsibilities of the position.
- Awareness of the need to promote student self-esteem.

### **Responsibilities:**

#### Administrative support

- Handle general office duties.
- Perform clerical tasks as necessary.
- Compose and send correspondence, reports, and other documents.

#### Student and staff record management

- Maintain confidential student and staff records, including attendance, registration, and grade reports.
- Manage student information system (PowerSchool).
- Process payments, if applicable.

#### Office and operations management

- Manage inventory of office supplies and school materials.
- Schedule appointments, meetings, and events.

#### Communication and coordination

- Act as the main point of contact for parents, students, and staff.
- Disseminate information about school events and activities to staff and parents.
- Collaborate with school administration to ensure smooth daily operations.

#### Support and compliance

- Provide clerical and administrative support to teachers and administrators.
- Assist with the planning and execution of school events and conferences.
- Ensure compliance with applicable laws and school regulations.

### NOTICE

It is the policy of the Negaunee Public School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools ~ 500 W Arch Street ~ Negaunee MI 49866 ~ (906) 475-4156