



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

### GLVP Bedford - Office Specialist - Part Time (.50 FTE) Bedford Building

June 18, 2026

#### Job Summary:

Under the direction of the administrators, the Office Specialist will facilitate the collaboration of Gull Lake Virtual Partnership (GLVP) with its community partners and instructors. The Office Specialist will encourage excellent instruction and communication with partners and instructors, as well as with the families and staff of GLVP. This is an in-person position at the Bedford location.

#### 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, parents, and community

##### Desired Characteristics:

- A. Prior secretary/office experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with homeschool families in an educational setting
- D. Ability to manage time and prioritize tasks effectively with a high level of autonomy

##### Duties:

- A. Coordinate the hiring and onboarding of music instructors, community partners, and other instructors
- B. Maintain records, background checks, and documentation for community partners and instructors
- C. Process community partner and instructor invoices
- D. Assist with the development and maintenance of the GLVP course catalog
- E. Maintain GLVP Handbook for Partners and Instructors
- F. Coordinate schedules, calendars, music applications, and piano tunings for the Bedford location
- G. Communicate program information to families, staff, instructors, and community partners
- H. Report to the Bedford Building for scheduled shifts
- 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:** July 1, 2026

**Salary:** Salary to commensurate with experience

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Red Rover 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)