Hillsdale Community Schools
30 S. Norwood Avenue, Hillsdale, MI 49242

Date: October 21, 2026

Job Posting: Upper Elementary School Secretary

Work Schedule: 212 Working Days
Salary Range: $16.50/hour to $22.19/hour
Hours: 7:30 am - 4:00 pm

Position Overview

We are seeking a friendly, organized, and detail-oriented Upper Elementary School Secretary to support the daily operations of our school. The ideal candidate will be dependable, professional, and able to communicate effectively with students, staff, parents, and the community. This position plays an important role in maintaining accurate records, supporting the principal and the behavior interventionists, and ensuring the school office operates efficiently while providing a welcoming and supportive environment for all.

Essential Duties and Responsibilities

- Maintain accurate student attendance records and follow established procedures for attendance reporting.
- Communicate effectively with staff, students, and parents regarding attendance, student needs, and general school information.
- Prepare and send truancy letters and maintain related documentation.
- Work with the District Business Office to maintain accurate building account records.
- Complete purchase orders and process deposits for incoming funds in accordance with district procedures.
- Prepare and submit accurate reports required by the health department.
- Answer incoming phone calls, greet visitors, and assist with questions and requests.
- Assist with scheduling building events and coordinating related activities.
- Complete weekly office reports and other required documentation.
- Provide administrative and clerical support to the principal and behavior interventionists.
- Assist students and staff with daily needs while maintaining appropriate confidentiality.
- Troubleshoot basic computer issues and seek assistance when necessary.
- Cross train with other secretaries to provide consistent office coverage and support across the school.
- Perform other duties as assigned to support the needs of the building.

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Qualifications and Desired Skills

The successful candidate will demonstrate:

- **Attention to detail:** Ability to maintain accurate records, complete reports, and handle financial documentation carefully.
- **Organizational skills:** Ability to manage multiple responsibilities, prioritize tasks, and meet deadlines.
- **Communication skills:** Ability to communicate professionally, clearly, and courteously with students, staff, parents, and visitors.
- **Problem-solving skills:** Ability to identify issues, think critically, and determine appropriate solutions.
- **Computer proficiency:** Basic computer knowledge, including the ability to navigate common applications, troubleshoot basic computer issues, and learn new technology.
- **Basic first aid knowledge:** Familiarity with basic first aid procedures and the ability to respond appropriately to minor student health needs.
- **Flexibility and teamwork:** Willingness to learn new procedures, cross train with other secretaries, and assist where needed.
- **Professionalism and confidentiality:** Ability to handle sensitive students, staff, attendance, and financial information appropriately.
- **Positive attitude:** Friendly, approachable, dependable, and committed to supporting a positive school environment.

Ideal Candidate

The ideal candidate enjoys working with middle school students and staff, takes pride in keeping an organized and efficient office, and can remain calm and professional in a busy school environment. This person will be a collaborative team member who is willing to learn, adapt to changing needs, and provide dependable support to school administration and the entire school community.

Application Process

Interested applicants should submit cover letter and current resume to:

Katie Stebelton, Principal
katie.stebelton@hillsdaleschools.org

Position open until filled.