

BRIDGEPORT-SPAULDING COMMUNITY SCHOOL DISTRICT
An Equal Opportunity Employer
VACANCY NOTICE

- 1 Elementary Secretary – Martin G. Atkins School and/or Thomas White Elementary School
7.5 hours per day – 190 days

QUALIFICATION REQUIREMENTS:

1. High school diploma or general education degree (GED) and school secretary experience required.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before staff.
3. Ability to pass a typing test at 55 words per minute.
4. Proficient in Microsoft Office (Word and Excel specifically).
5. Knowledge of student management and substitute teacher software required.
6. Ability to develop effective working relationships with students, staff and the school community.
7. Ability to communicate clearly and concisely, both orally and in writing.
8. Ability to work between Martin G. Atkins and Thomas White Elementary.
9. Ability to perform duties with awareness of all district requirements and Board of Education policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Answers routine phone inquiries, takes messages, routes calls, greets office guests and students.
Input student schedules. Assists in preparation of reports and related departmental requirements. Assists in meeting of any local, state or federal deadlines.
Assists principal with word processing, and prepares, distributes, records, reports, maintains signature file.
Opens and distributes mail.
Maintains building calendar/clears events/posts events and notifies appropriate parties.
Maintains accurate files, records and accounts, i.e., fees, fines, summer school, fund raisers, timesheets, check requests, etc.
Greet substitutes, provide assignments, plans, keys, etc.
Plans and works at orientation and open house.
Monitors the dispensing of student medicine and medical forms.
Orders and monitors teacher supplies, office supplies, receipt books, textbooks (stamping), planning/attendance books and additional supplies.
Daily announcements.
Files final grade books, attendance books and teacher information at year end.
Collect and update student emergency cards.
Student locker assignments and maintenance as needed.
Maintains building keys.
Copier maintenance and supplies.
Processes work orders.
Monitors forms, i.e.; field trips, fund raiser, building use, absences.
Assists with large copying orders.
Printing and distributing of material as needed.
Assists when other secretaries are absent, which includes assignments from the Atkins and Thomas White building.

Letter of Application Deadline: August 14, 2018

Send Letter of Interest and Resume To:

Human Resources
Bridgeport-Spaulding Community School District
4691 Bearcat Blvd.,
P.O. Box 0657
Bridgeport, Michigan 48722-0657

Or email to johnsonr@bscs.k12.mi.us

Non-Discrimination Policy

It is the policy of the Bridgeport-Spaulding Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries or allegations of discriminatory practices within the District should be directed to: Director of Human Resources, Bridgeport-Spaulding Community School District, 4691 Bearcat Blvd., -- P.O. Box , Bridgeport, Michigan 48722-0657 Phone: 989-777-1770

Posted: 09-Aug-18