

# Standish-Sterling Community Schools

3789 W. Wyatt Road  
Standish, Michigan, 48658

Darren S. Kroczaleski, Superintendent

Standish-Sterling Central Jr/Sr High School  
Standish-Sterling Central Elementary  
Sterling Elementary

June 19, 2017

## Job Opening

### Internal Posting

**Job Title:** Secretary

**Minimum Qualifications:** College Education or high school diploma with evidence of regular updating of skills related to this area; self-motivated; ability to follow oral & written instructions; ability to communicate with other staff, students, and public; problem solving skills; ability to handle confidential information; motivated and energetic.

**Location:** Central Elementary

**Rate of Pay:** Per SESP Contract

Interested applicants may apply in writing to Mr. Gary Roper or Mr. Clinton Potts, Principals, at 3789 Wyatt Road, Standish, MI 48658, not later than 12:00 p.m. on June 27, 2017.

# Standish-Sterling Community Schools

## Position Description

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<b>POSITION:</b>	Secretary, Elementary
<b>DEPARTMENT:</b>	Elementary
<b>LOCATION:</b>	Central Elementary, Sterling Elementary
<b>REPORTS TO:</b>	Building Principal
<b>DATE:</b>	December 11, 2012

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**SUMMARY:** Serves as Secretary to the Elementary Principal. Coordinates other office services and facilitates a quality program for the Department of Education.

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

- Serves as secretary and administrative assistant to the Building Principal.
- Maintains confidential information.
- Maintains a safe and friendly environment.
- Answers routine phone inquiries and emails, takes messages, routes calls. Serves as building receptionist.
- Maintains accurate manual and electronic files, records, and accounts. Prepares pupil accounting materials and other reports in a timely manner.
- Types, prepares, and distributes records, reports, correspondence, etc.
- Compiles data from a variety of sources for the purpose of complying with legal and/or administrative requirements.
- Coordinates a variety of projects, functions, and/or programs (in-service events, kindergarten registration, etc).
- Collects and processes volunteer applications.
- Collects monies received through the departments.
- Assists in ordering, processing, and maintaining materials and equipment.
- Performs a wide variety of tasks in a professional and positive manner. Able to multi-task.
- Maintains office equipment and assists staff with operating of equipment.
- Maintains calendar of events.
- All duties and assignments must be performed at highest level of proficiency and effectiveness. All safety guidelines and regulations must be followed at all times.

**SUPERVISORY RESPONSIBILITIES:**

None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma plus one (1) year secretarial or office experience or training.

**LANGUAGE SKILLS:**

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 groups of customers or employees of organization. Ability to communicate effectively with students, staff, parents, and community members.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations. Problem solving is required to identify issues and create action plans.

**OTHER SKILLS AND ABILITIES:**

Ability to pass a typing test at 55 words per minute. Ability to operate a personal computer and related software. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Attendance and punctuality are expectations of the position.

Upon request, present a certificate signed by a licensed physician appointed by the school board verifying the physical ability to perform the job.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.M..) 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.*