



# WALKERVILLE PUBLIC SCHOOLS

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## JOB POSTING

**Posting Date:** 1-11-19

**Position:** Elementary Secretary

### **Qualifications**

- Possession of a high school diploma or its equivalent required, associates degree desired
- Two or more years experience working as a secretary or equivalent.
- Possession of rapid and highly efficient keyboard skills.
- Knowledge of special education requirements.
- Proficient in the use of computer applications including Microsoft Office and Google platforms.
- Proficiency with computer, word processing and data entry system and minor troubleshooting skills.
- Some understanding of office machine maintenance.
- Excellent organizational, communication and human relations skills.
- Ability to handle multiple tasks simultaneously.
- Good process skills- decision-making, problem solving, critical thinking.
- Good record keeping ability.
- Basic accounting skills.
- Positive professional attitude.
- Solid life skills including patience, caring, trustworthiness, judgement.
- Ability to maintain confidential information.
- No physical or mental restrictions that would, with reasonable accommodation prevent performance of the essential job functions and responsibilities.

### **Duties**

- Enrollment and withdrawal of students-Initial paperwork for enrolling students PreK-5.
- Student Records- Maintaining CA60's for grades Pre K-5.
- Mail truancy letters, schedule parent meetings, inform county officials.
- Scheduling and facilitate - Individual Parent/Teacher Conferences, Pictures, Mobile Dentist, Vision Tests, Halloween Parade, Fire barn visits, etc.
- Preschool/Kindergarten Round up, including posting and creating advertising.
- Lunch menu w/monthly activities.
- Copy and distribute information for Thursday folders.
- Liaison between school, community, ESD.

#### NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Walkerville Public Schools that no person shall, on the basis of race, color, national origin creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.



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- On occasion may be responsible for initial discussion with students regarding unacceptable behaviors, personal problems, and classroom issues.
- On occasion may be responsible to issue minor student discipline- i.e. lunch detention, no recess, etc. This includes bus write ups.
- Mailing report cards and other school communications to student's homes.
- Medication- Administer medications to students grades Pre-12.
- First Aid- Administer minor first aid to injured students, staff. Contact proper authorities if needed.
- Communicate with parents regarding schedule changes, injury, illness, clean clothes, etc. Also communicate with bus drivers regarding changes in address, special arrangements.
- Call subs for paras who call in sick.
- Update K-5 handbook in consultation with school administration
- Track reports, timesheets, requisitions, parent teacher conferences, absences and conference requests for substitute placements, etc.
- General office duties- Copying, filing, answer phones/take messages, sort mail.
- Minor maintenance and servicing of equipment. (copy machine, laminator, etc.)
- Assist the principals, teachers, ISD staff, paraprofessionals, staff and students as needed in day-to-day functions.
- Be aware of extra schedules (i.e. Girl Scouts, soccer, baseball etc.)
- Remain at work until all busses have safely dropped off all students.
- Be an integral part of the school safety team.
- Additional duties as required or as needed for maintaining and ensuring a quality learning environment for students.

## **Application Procedure:**

Interested candidates submit a cover letter, resume and college transcripts to:

Beth Oomen  
Walkerville Public Schools  
145 E. Lathrop Street  
Walkerville, MI 49459  
Email: [boomen@walkerville.k12.mi.us](mailto:boomen@walkerville.k12.mi.us)

**Deadline for Applying:** Until Filled

**Distribution:** Central Office, Elementary Office, Library, [walkk12.org](http://walkk12.org), MASSP, MASA, OHJ

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