

# Delton Kellogg Schools Delton, Michigan

**REVISED** Internal/External Posting

<b>POSITION TITLE:</b>	Middle School Secretary	
<b>DEPARTMENT:</b>	Middle School	
<b>REPORTS TO:</b>	Middle School Principal	
<b>PREPARED BY:</b>	Superintendent	<b>DATE PREPARED:</b> 9/17/20
<b>APPROVED BY:</b>	School Board	

**SUMMARY:**

Provides secretarial support for Middle School Office activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as a confidential secretary to the principal.
- Provide secretarial support for middle school activities.
- Types correspondence, letters and memos, forms, etc.
- Performs duties relating to student information database such as assisting in attendance, tardiness, and Health Department reporting such as immunization and communicable diseases, assists in administering medications in accordance with the Michigan Department of Health regulations, responding to accidents and illnesses and other issues as they arise.
- Uses software to update handbooks, certificates, newsletters and bulletins
- Update building calendar and communicate with webmaster and facility use and Information Technology departments.
- Maintain confidential student records.
- Responsible for Master List for Count Day – MSDS Reports, and Pupil Accounting
- Acts as liaison between school and community, principal, parents, staff and students.
- Serve as the middle school receptionist, greet staff, students, parents and community.
- Directing phone calls/messages to appropriate personnel.
- Assist other secretaries when needed.
- Additional duties as assigned.

**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. College level business/secretarial coursework preferred.
- Preferred experience in a school office environment.
- An effective team player who enjoys interacting with others, and has a positive, friendly, flexible attitude.
- Detail oriented person.
- Strong background in computer software applications.
- Proficient in keyboarding, spelling, punctuation, grammar and oral communication.
- Confidentiality a must.
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

**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 employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form independently and with little supervision. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to pass a typing test and demonstrate ability to operate a Personal Computer and related software. Ability to develop effective working relationships with students, staff and the school 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 regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential function 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.

This person will wear clothing in accordance with building policy.

**Reports To:** Middle School Principal

**Contract Terms:** School Year (7:30-3:30) – Beginning 2 weeks before the start of school and continue 2 weeks after the close of school

**Contract Terms:** School Year/7.5 hours per day - Full time starts after December 18, 2020

**Probationary Rate of Pay:** \$11.31 (45 work days)

**Rate of Pay After Probation:** \$11.68

**Deadline:** Until filled

The final candidate for this position will be required to furnish Delton Kellogg Schools (at your cost) with a current Michigan State Police and FBI criminal records check prior to our recommendation to hire.

Interested applicants should fill out an application and send a letter of interest and resume to:

Delton Kellogg Central Administrative Office  
Kyle B. Corlett, Superintendent  
327 N. Grove Street  
Delton, MI 49046  
carol.hersha@dkschools.org

*Delton Kellogg School District is an Equal Opportunity Employer and does not discriminate in its educational policies on the basis of religion, race, color, sex, national origin or handicap of any individual.*

*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.*