

Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641

July 3, 2018

Job Posting

Options High School/ Adult Ed Secretary

Job Description

Under the direction of the principal, perform a variety of clerical and support work involving both specific routines and procedures; greets and interacts with public, works cooperatively with staff, students and parents and performs other duties as assigned.

Qualifications

High school diploma required and associates degree preferred. Proficient with, Google Docs, MS Word, MS Excel, MS PowerPoint and MS Publisher. Knowledge of PowerSchool student data program preferred.

Requirements

Approachable, student focused, have strong functional and technical skills, possess interpersonal savvy, be able to communicate in a professional manner, listen well, have organizational agility, persevere and manage time well. Work independently and coordinate the completion of several tasks simultaneously. Complete a state required criminal history background check and district provided CPR and first aid training.

Various Duties

- Meet and interact with students, staff and parents in routine situations which require tact, discretion and courtesy.
- Ability to handle confidential information with complete security.
- Establish, maintain and monitor accurate, neat and efficient electronic and manual data systems.
- Knowledge of modern office practices and procedures.
- Gather and prepare appropriate attendance/accounting information.

Deadline: Tuesday, July 24, 2018, 12:00 p.m.

Send letter of interest, resume, and three letters of recommendation to:

Monika Cook, Administrative Assistant to the Superintendent
monika.cook@myeagles.org
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230