

**EATON RAPIDS PUBLIC SCHOOLS
Eaton Rapids, Michigan**

PLEASE POST

VACANCY NOTICE

INTERNAL

Position: SECRETARY TO PRINCIPAL

Building: Northwestern Elementary (1 Position)
Lockwood Elementary (1 Position)

Starting Date: 2010-2011 school year (44-week position)

Rate of Pay: \$12.91 Probationary / \$13.94 Base

Hours: 7 hours per day (Determined by Supervisor)

Duties:

1. Serve as confidential secretary to the building principal
2. Assure that school office procedures and records are handled efficiently and effectively
3. Communicate effectively with students, parents, staff, and the public
4. Complete all reports and record-keeping functions accurately and in a timely manner
5. Other duties as assigned by the principal

Required qualifications:

1. High school diploma
2. Minimum of 2 years of secretarial or office experience, preferably in a school environment
3. Positive, friendly, and helpful manner when interacting in person or on the telephone with students, parents, and staff
4. Superior written and oral communication skills
5. Demonstrated ability to maintain confidentiality
6. Strong keyboarding skills and knowledge of email, internet, Microsoft Word, Excel and Powerpoint applications
7. Experience in using systems like the Skyward student data management system
8. Demonstrated ability to work independently, learn quickly, and adapt to change
9. Strong organizational skills
10. Knowledge of school laws and legal mandates related to student records (FERPA)
11. Ability to establish and maintain effective school records for students (CA-60) personnel, school resources, and equipment

Desired Qualifications:

1. College training
2. Experience in using computers to create newsletters with graphics and borders
3. Experience in keeping financial records, such as school budgets
4. Ability to establish and manage school building calendars
5. First Aid Certification

Send Letter of Application & Resume to:

Mrs. Diane Binkowski, H.R. Coordinator
912 S. Greyhound Drive
Eaton Rapids, MI 48827
Phone: 517/663-1155 Fax: 517/663-2236
Email: dbinkowski@erpsk12.org

Application Deadline: July 30, 2010

Date of Posting: July 23, 2010

Authorized Signature: _____

Collin Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, sex, color, national origin, age, or disability.