

***POSTING/Employment Opportunity – August 14, 2014***

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| Secretary ***2014-2015 School Year*** | |
| Start Date | * Asap |
| Qualifications | * Minimum of a high school diploma; associate’s degree or equivalent preferred. * Prior work experience in related field preferred. |
| Essential Duties and Responsibilities | * Greets employees and visitors to the office while maintaining a positive and professional attitude; responds to presenting needs and provides appropriate responses and referrals; takes messages and relays information as needed. * Maintain and understand the necessity for confidentiality relative to school, staff, and student information. * Prepares school correspondence including typing, printing, flyers, brochures and newsletters; composes and publishes the district newsletter, publishes on the school website, and reproduces hard copies for distribution. * Fluency of word processing, excel, and publisher computer software and Powerschool. * Review work done by others to check for correct spelling and grammar and recommend revisions. * Maintains school staff documentation such as phone extensions, staff assignments, emergency contact information, staff addresses, etc.; and maintains and updates the faculty handbook. * Maintains processes and updates student records including registering students and entering data into school computer systems; creates classroom rosters and prepares Count Day reports. * Coordinates schedules and/or participates in special school programs, conferences, picture day, and office projects by providing clerical support as requested. * Researches costs, processes purchase orders, and places orders. * Performs other related duties as directed by the building principal. * Ability to work independently and make decisions in accordance with established policies and regulations. |

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| Salary and Benefits | Starting salary $20,796. Benefit package. | | |
| Deadline | 3:00 p.m. Wednesday, August 27. | | |
| Method of Application | Persons who are interested in this position should submit letters of interest, resume and a list of references in one document to: | | |
|  | Laura Kwekel  315 S. Coral PO Box 580  Kalkaska, MI 49646 | Or electronically (in ONE document) to: lkwekel@kpschools.com |
| Contact Information | Please direct questions to Laura Kwekel at e-mail lkwekel@kpschools.com. | | |
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