

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

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| Secretary***2014-2015 School Year*** |
| Start Date | * Asap
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| Qualifications | * Minimum of a high school diploma; associate’s degree or equivalent preferred.
* Prior work experience in related field preferred.
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| 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 Kwekel315 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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