



Kalkaska Public Schools

POSTING/Employment Opportunity

January 28, 2020

Administrative Assistant

2019-2020 School Year

Qualification Requirements

- High school degree.
- This position requires three to five years of related experience providing clerical support in an office setting; bookkeeping and experience with Microsoft, PowerSchool or willingness to be trained and other data base applications, email, spreadsheets, or an equivalent combination of education and experience.
- Ability to read and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one small group settings to customers, clients and other employees of the organization.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to effectively use common business computer software such as word processing, database, spreadsheet, and presentation software.
- Ability to grasp position-specific software with minimal training.

Essential Duties and Responsibilities

- Greets students, parents, employees and visitors to the main office while maintaining a positive and professional attitude; uses proper business etiquette to answer telephone calls and emails; responds to presenting needs and provides appropriate responses and referrals; takes messages and relays information as needed.
- Prepares school correspondence including typing, printing, copying and distributing various school letters including all special education correspondence
- Maintains, processes and updates student records including registering students and entering data into school computer systems; creates classroom rosters and prepares Count Day reports.
- Maintains general office and staff manual and electronic documents, files, records and maintains related filing systems.
- Researches costs, processes purchase orders, places orders for consumables for the district; maintains machine operation including replacing toners and ink cartridges on copy machines; troubleshoots and/or coordinates repair of building, facilities and office equipment.
- Processes various building-to-district records and documentation such as school business, conference requests, etc.
- Monitors the Willsub system for the Birch Street.

Essential Duties and Responsibilities	<ul style="list-style-type: none">Processes and distributes incoming mail and prepares outgoing mail.Monitors copiers and fax to insure proper maintenance and inventory of toners, ink cartridges.Distributes medication to students according to authorized documentation and provides first-aid as needed.Coordinates, schedules and/or participates in special school programs, conferences, exams, picture day, and office projects by providing clerical support as requested.Performs other related duties as directed by supervisor.Regular and reliable attendance.The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.	
Salary and Benefits	Determined by the contract.	
Deadline	3:00 p.m. on February 11, 2020 or until filled	
Method of Application	Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:	
	Arica Zenner Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: azenner@kpschools.com
Contact Information	Please direct questions to Arica Zenner at e-mail azenner@kpschools.com.	
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>		