



Kalkaska Public Schools

Posting / Employment Opportunity

June 9, 2025

Administrative Assistants (2)

One at Kalkaska Middle School

One at Kalkaska High School

2025-2026 SY

Qualification Requirements

- High school degree.
- Three or more years of related experience providing clerical support in an office setting including bookkeeping, Microsoft, Google Suite, PowerSchool, data base applications, or an equivalent combination of education and experience.
- Ability to read and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one small group settings to parents, community members, students and school employees.
- Ability to interpret a variety of instructions given in written, oral, diagram or schedule form.
- Ability problem solve in situations involving several variables.
- Ability to receive delegated tasks from the principal and prioritize according to importance and urgency.
- Ability to seek out information and master position-specific software with minimal training.

Duties and Responsibilities

- Positively and enthusiastically greets every student, parent, employee and visitor.
- Uses appropriate etiquette to answer telephone calls and emails and respond to needs.
- Contributes to a safe, positive, and welcoming school and office environment for all.
- Takes messages and relays information appropriately.
- Prepares and distributes school correspondence
- Maintains, processes, and updates the building budget documents
- 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 school.
- Processes various building-to-district records and documentation such as school business, conference requests, etc.
- Monitors the Willsub substitute staffing system
- Processes and distributes incoming mail and prepares outgoing mail.
- Monitors copiers and fax to insure proper maintenance and inventory of toners and ink.
- Distributes medication to students according to procedure.
- Provides minor 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.
- Other duties as assigned by the principal.
- 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

This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Compensation

Salary and benefits are determined by the pay scale and commensurate with experience.

Deadline

3 p.m. on June 13, 2025 or until filled.

Application Process

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: jobs@kpschools.com.

Please direct questions to Rick Heitmeyer at e-mail rheitmeyer@kpschools.com. Visit our website at www.kpschools.com for additional information about Kalkaska Public Schools.

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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