



Montabella Community Schools

1390 E. North County Line Road Blanchard, MI 49310

JOB POSTING

Position:	Elementary School Secretary
Location:	Montabella Elementary, Montabella Community Schools
Posting Date:	April 05, 2024
Anticipated Start Date:	ASAP
Salary:	As per the Master Agreement
Desired Qualifications:	<ul style="list-style-type: none">• Minimum education- high school diploma• Must be able to pass the district's secretarial screening test, which includes technology competency skills, grammar/spelling/editing skills, and writing skills• Working knowledge of basic office procedures and the operation of common office equipment and machines• Ability to work with students, parents, faculty and administration in a positive manner• Such alternatives to the above as the Board may find appropriate and acceptable
Preferred Qualifications:	<ul style="list-style-type: none">• Associates or bachelor's degree preferred.• Two – three years of secretarial experience.• Experience working elementary students grades (PK-5) is desirable.
Performance Responsibilities:	<ul style="list-style-type: none">• Performs the usual office routines and practices associated with a productive and smoothly run office.• Receives and places telephone calls and records messages. Gives appropriate answers to questions of callers according to school policy.• Schedules appointments for principal as may be directed.• Establishes and maintains records, logs, and files as needed and directed.• Sorts and distributes mail.• Maintains such student records as shall be required.• Assists teachers in preparing instruction materials as requested and as time permits.• Verifies accuracy and condition of items received with information on the invoice or packing and purchase order; records any discrepancies or damage.• Types a variety of material, such as letters, student records, transcripts, reports, memos, monthly reports, etc. as required and directed.• Performs bookkeeping tasks associated with the position.• Prepares materials and operates office machines and equipment.• Prepares internal account checks for payment of expenses incurred when vouchers are properly authorized.• Collects monies, issues receipts, and deposits same into the appropriate account of the internal accounting system. Deposits all monies in student activity fund.

	<ul style="list-style-type: none"> • Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person. • Sets good example for young people, using sound judgement and displaying proper attitudes. • Reports immediately any suspicious activity or unusual behavior of visitors. • Performs such other duties as may be assigned and required by the administration. • Maintains health room supplies and furnishes first aid to students and faculty. • Calls substitutes for personnel, if necessary. • Assist students with bathroom needs. • Call parents as needed. <p>Salary: Salary and benefits as per the MESPA contract.</p> <p>Work Year: School year plus two weeks before, two weeks after, and one day per week during selected weeks in the summer.</p>
Method of Application:	Interested applicants should apply online at http://www.applitrack.com/maisd/onlineapp/
Contact:	Mike Moore, Elementary Principal (989) 427-5414-mmooore@montabella.com
Deadline:	Until filled

Notice of Nondiscrimination

The Montabella Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, height, weight, religion, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Montabella Community Schools, 1390 N County Line Rd, Blanchard, Michigan 49310 (989) 427-5148.