

**ATHENS AREA SCHOOLS**

**JOB POSTING**

TITLE: School Secretary / Administrative Assistant

BUILDING: Athens Jr. / Sr. High School

HOURS: Hours and condition as per contract

(Number of hours dependent upon enrollment)

Position available for the 2023-2024 school year.

Description: See attached job description.

For detailed job requirements, please contact Jr./Sr. High Building Principal, John Thompson at 269.729.5414.

Letters of intent should be sent to:

John D. Thompson, Principal

Athens Jr. / Sr. High School

300 Holcomb Street

East Leroy, MI 49011

Email: [thompsonj@athensk12.org](mailto:taylorm@athensk12.org)

Telephone: 269.729.5414

DEADLINE: Until filled.

Posted: May 23, 2023

*Athens Area Schools*

300 Holcomb Street, Athens, MI 49011

      (269) 729-5414— www.athensk12.org

       Athens Jr. / Sr. High School 269-729-5414

**May 23, 2023**

**POSITION:  School Secretary / Administrative Assistant**

**LOCATION: Athens Jr. / Sr. High School**

**REPORTS TO:  Building Principal**

**General Description:**

The job of the School Secretary/Administrative Assistant is to provide secretarial and administrative support to administration, communicate information to students, parents, staff, and/or other stakeholder groups; ensure compliance with financial, legal and administrative requirements, and support the broad array of services provided to students and parents as well as instructional and support employees.

**Qualifications:**

* High school diploma or GED required.
* Associate’s degree or higher preferred.
* Must possess strong interpersonal skills.
* Maintains professional, welcoming, and friendly demeanor.
* Possess the ability to provide excellent customer service, including during difficult situations.
* Possess excellent organizational skills.
* Manage time effectively and be able to prioritize tasks.
* Possess the ability to multitask.
* Demonstrates ability to think creatively.
* Communicate clearly and effectively verbally and in writing.
* Capable of maintaining confidentiality in a responsible fashion.
* Previous work experience in an office setting is preferred.

**Performance Responsibilities:**

* Administers first aid and prescription medications to students in accordance with district, state and federal requirements.
* Assists other personnel in the completion of their work activities.
* Collects fees and/or funds from student events (e.g. field trips, uniforms, ticket sales, yearbooks, dances, fundraisers, student fee money, etc.) while ensuring the accuracy and timely completion of transactions.
* Compiles data from a variety of sources (e.g. calendars, meetings, etc.) to comply with financial, legal and/or administrative requirements.  Including preparing documents for desk audits.
* Coordinates a variety of programs and/or activities to ensure availability of facilities and/or equipment and delivering services in conformance to established guidelines.
* Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) and takes appropriate action to resolve the situation.
* Greets all incoming visitors for the purpose of ensuring that guests sign in/out as required.
* As the first staff member most visitors encounter, provide a welcoming, pleasant, and professional first impression.
* Maintain a variety of computerized and manual records, files, and department databases (e.g. information packets, rosters/listings, calendars, outstanding supply orders, etc.)
* Provide reliable information and comply with district, state and federal requirements.
* Maintain inventory of supplies and materials (e.g. forms, office supplies.
* Be familiar with and know how to operate office machines such as copiers, fax machines, etc.
* Possess a working knowledge of computer software applications including Microsoft Word, Excel, and Powerpoint.  Also, be able to use Google products in

daily work.  Examples include Gmail, Google Calendar and Drive, Google Docs, Google Forms, Sheets, and Slides.

* Orients new district staff members regarding appropriate school and district practices.
* Performs record keeping and general clerical functions.
* Prepares a wide variety of reports and written materials to document activities, providing written reference, and/or convey information in accordance with district, state, federal and/or administrative requirements.
* Processes a variety of fiscal information (e.g. incoming invoices, purchase orders/requisitions, refund requests, special payment requests, student fees, cash receipts, AR invoicing, statements, etc.) while using that information to comply with district, state and federal requirements.
* Responds to inquiries from a wide variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among staff members and/or providing direction as may be required.
* Supports principal and other administrative personnel for the purpose of assisting with their administrative functions.

**Essential Skills:**

Specific skills required to satisfactorily perform the functions of the job include, but are not limited to:

* Planning and managing projects.
* Preparing and maintaining accurate records.
* Flexibility is required to independently work with others in a wide variety of circumstances.
* Problem solving is required to identify issues and create action plans.
* Communicate with diverse groups while maintaining confidentiality.
* Work with frequent interruptions.
* Consistently possess a growth mindset, be willing to develop skills due to a changing work environment.

**Language Skills:**

Ability to read, analyze, and interpret professional periodicals, professional journals, technical

procedures, or government regulations. Ability to write reports, business correspondences, and

procedure manuals. Ability to effectively present information and respond to questions from

staff, students, parents, and other personnel as appropriate.

**Mathematical Skills:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Skills:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:**

Ability to apply knowledge of current research and theory to the instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to

speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

**Physical Demands:**

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

**Work Environment:**

While performing the duties required by this position, the employee may work indoors or

outdoors and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students.

**Terms of Employment:**

School year as defined in the written contract between Athens Education Association and Athens Area Schools Board of Education.

*Athens Area Schools*

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**APPLY ONLINE AT:**

[**https://www.applitrack.com/calhouncounty/onlineapp/default.aspx**](https://www.applitrack.com/calhouncounty/onlineapp/default.aspx)

**PLEASE SEND COVER LETTER, RESUME, CERTIFICATION CREDENTIALS, AND THREE REFERENCES TO:**

**Mr. John D. Thompson, Athens Jr. / Sr. High School**

**School Principal**

**Athens Jr. / Sr. High School**

**300 Holcomb Street**

**Athens, MI 49051**

**Telephone: (269) 729-5414**

**Or send in a PDF attachment via email to:**

[**thompsonj@athensk12.org**](mailto:thompsonj@athensk12.org)

*The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.*

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Athens Area Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.*

*The district will comply with the Michigan Handicapper’s Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.*