

Join our team for the
2026-27 school year!



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Gaylord, MI 49735
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NOTICE OF VACANCY

September 10, 2026

Gaylord Intermediate School Secretary

Gaylord Intermediate School is seeking a motivated individual to perform a wide variety of secretarial and administrative support services in order to facilitate the efficient operation of the GIS front office.

TERMS OF EMPLOYMENT	Work Hours: 8.0 hours per day Work Days: This is tentatively a 10-month position. 185.5 work days/ year. Starting Wage: \$19.48/hour Benefits: Single-subscriber medical-dental-vision benefits or \$2,500 annual cash-in-lieu, paid holidays and leave days, merit pay, two \$500 retention stipends, no evenings or weekends, life insurance, health savings account, Office of Retirement Services retirement plan, and more!
PREFERRED QUALIFICATIONS	<i>Education:</i> This position requires a high school diploma with coursework in business related computer software applications. <i>Experience:</i> This position requires related experience providing clerical support in an office setting; demonstrated experience with email, word processing, spreadsheet, database and calendaring software; or an equivalent combination of education and experience.
APPLICATION DEADLINE	September 24, 2026 or until filled
METHOD OF APPLICATION	Please visit the Employment Page at gaylordschools.com and apply online.

It is the policy of Gaylord Community Schools that the district does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Inquiries should be addressed to: Civil Rights Coordinator, 615 S. Elm Avenue, Gaylord, MI, 49735, (989) 705-3080.