



## **MT. PLEASANT PUBLIC SCHOOLS**

**720 North Kinney Avenue**  
**Mt. Pleasant, Michigan 48858**  
(989) 775-2300 Fax: (989) 775-2309  
mtpleasant.edzone.net



**Superintendent**  
Michael H. Pung

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**Chief Financial Officer**  
Ginger Stowell

**Asst. Supt. Human Resources & Curriculum**  
Jennifer Verleger

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## **MT. PLEASANT PUBLIC SCHOOLS**

### **Internal/External Job Posting**

**Open Position:** Secretary at Pullen School  
210 Days (8.0 Hours Per day)

#### **Required Qualifications:**

- High School diploma or equivalent
- Experience and skill using word processing program (s), spreadsheets(s), database and keyboarding
- Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and community members
- Ability to maintain confidentiality
- Competency in oral and written communications
- Proficiency in math and basic accounting skills
- Ability to complete task accurately during periods of frequent interruptions
- Ability to work in a fast paced environment

#### **Preferred Qualifications:**

- Successful work experience as a secretary
- Experience in a public school setting
- Successful work experience as a data processor
- Post- secondary course work in job related areas

#### **Essential Duties and Responsibilities:**

- Perform general secretarial duties for the administrator which includes telephone operation, receptionist duties, work processing, filing, record keeping, distribution of mail, etc.
- Operate and provide routine care of the office equipment.
- Assist with the monitoring of students and student activities.
- Maintain schedule for the use of the building and its facilities.
- Maintain confidentiality, professional tact, diplomacy and presentation with administrator, staff, teachers, students, parents, and the community.
- Update and keep track of the principal's calendar and schedule appointments.
- Maintain grant monies, create a spreadsheet and keep track of payables and receivables of grant monies.
- Maintain and create spreadsheet for all department monies. Keep track of all internal and external monies for all activity accounts.
- Maintain various student and building records and prepare reports from such records when needed.
- Schedule conferences and handle details regarding meetings/notices for staff and parents.
- Assist the building administrator in keeping accurate records of building accounts and budgets. Make bank deposits as needed.
- Other secretarial duties as may be assigned by the building administrator.



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**Reports To:**  
Building Principal

**Compensation:**  
According to the negotiated Master Agreement with the Mt. Pleasant Support Personnel Association

**Application:** Apply online at <http://tech.mtpleasant.k12.mi.us/mpps/HR/applitrak.html>  
**Jennifer Verleger**  
**Assistant Superintendent for Human Resources**  
**720 N. Kinney**  
**Mt. Pleasant, MI 48858**  
**FAX 989-775-2309**

**DATE OF POSTING:** November 3, 2015     **DEADLINE:** November 16, 2015 4:00 p.m.

*MT. PLEASANT PUBLIC SCHOOLS IS A DRUG-FREE  
WORKPLACE AND DISTRICT POLICY REQUIRES DRUG  
TESTING FOR ALL POTENTIAL EMPLOYEES*

*In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102 (a) it is the policy of the Mt. Pleasant Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or subjected to discrimination during any program or activity or in employment.*