



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



Chief Financial Officer
Ginger Stowell

Asst. Supt. Human Resources & Curriculum
Jennifer Verleger

MT. PLEASANT PUBLIC SCHOOLS

Internal/External Job Posting

Open Position: Secretary in the Guidance Office at MPHS
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 and Guidance Office Staff which includes telephone operation, receptionist duties, work processing, filing, record keeping, distribution of mail, etc.
- Operate and provide routine care of the office equipment.
- Manage student records, college applications and transcripts
- Coordinate college visits and scholarship opportunities
- Organize all aspects of the honors assembly
- Liaison with the Central Michigan Health Department for immunization records and vision/hearing screenings
- Maintain confidentiality, professional tact, diplomacy and presentation with administrator, staff, teachers, students, parents, and the community.
- Update and keep track of the guidance counselors' calendar and schedule appointments.
- 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: May 31, 2015 **DEADLINE:** June 7, 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.