



Kearsley Community Schools (KCS)
Notification of Non-certified Position
Non-Bargaining Group



Date Posted:
Date Removed:

April 24, 2023
May 12, 2023

Central Office Secretary / Receptionist

2023-2024 KCS Administrative Building

8.0 Hours/Day - 5 Days/Week - 52 Weeks

Beginning Salary: \$17.09/Hour {After 12 Weeks Successful Probation - \$18.02/Hour}

Fringe Benefits: Full Family Medical, Vision and Dental, paid holidays, sick, personal and vacation days

Skills:

- Exceptional communication skills
- Above average keyboarding, word processing, and computer skills
- Strict adherence to confidentiality
- Highly organized individual
- Good interpersonal skills in dealing with students and adults
- Strong working knowledge of office procedures and operations

Duties:

- Answering phones and forwarding calls appropriately
- Welcomes visitors and refers them to the appropriate individual or office
- Aid the pupil accounting office, updating records, and data processing
- Coordinating curriculum, assessment, and grant office needs
- Support business office functions such as accounts payable/receivable, purchasing
- General office duties such as typing, filing, copying, sending communications, etc
- Physical demands include:
 - o Daily expectation to stand, sit, talk, listen and work with others
 - o Must be able to lift 25 pounds, occasionally up to 50 pounds
 - o Vision abilities must be able to accommodate close, distance, and peripheral
- Other duties as assigned

NOTE: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, or requirements.

Application Process

External applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 27617. Applications should include a letter of interest/cover letter, resume, transcripts, and three letters of recommendation.

Internal applicants can submit a letter of interest to [Peter LoFiego](#), Assistant Superintendent.

The Kearsley Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Kearsley Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

*Must be posted in 3 places.
updated 5/9/23*