

# Program Secretary, Elmer Knopf Learning Center

## ABOUT US AND OUR CULTURE

At the Genesee Intermediate School District, we are collaborators, leaders, educators, and support staff delivering instructional programs and services in general education, special education, and career technical education to 64,000 students, their families, and over 8,500 educators. GISD values its staff and cultivates positivity in the workplace as we all work together to carry out our mission of leadership, service, and innovation – partnering for success!

GISD promotes a collaborative work environment with a strong emphasis on teamwork and professional growth. We are committed to fostering a positive and supportive culture where all staff members feel valued and respected. Our dedication to professional development is demonstrated through initiatives such as resources for professional learning, mentorship programs, and leadership skill development. We are devoted to creating a thriving organizational culture that benefits not only our staff, but also the students and families we serve.

**To learn more about the GISD culture, please click the link below:**

[GISD Standards, Personalized Service and Quality Programs](#)

## SALARY AND BENEFITS

**Salary:** \$17.23 - \$22.91/hour, commensurate with experience and qualifications

**Benefits:** Our comprehensive benefits package includes health insurance with five different plans, dental and vision coverage, life and disability insurance, voluntary insurance options, and a supplemental life program. Employees are entitled to sick time, vacation time, bereavement days, holidays, and longevity pay. Flexible spending accounts (FSA) or healthcare savings accounts (HSA) are available based on the elected medical plan. Additionally, retirement savings plans are provided through the State of Michigan Office of Retirement Services (ORS). These benefits are available after just one full day of employment.

We also offer educational expense reimbursement, coverage for professional organization dues and conference expenses, and other job-related expenses. (not applicable to all positions)

## **LOCATION**

1493 W. Maple Rd.

Flint, MI 48507

## **ROLE AND ESSENTIAL DUTIES**

The program secretary works directly with a building principal or administrator. The program secretary is responsible for clerical/secretarial tasks of the building principal/administrator. Coordinates the work flow of other secretaries in the assigned area of responsibility if applicable. Assists building/program staff as needed.

### **Essential Duties (May include, but not limited to):**

1. Works directly with a building principal or administrator.
2. Responsible for clerical/secretarial tasks of the building principal/administrator including the scheduling of meetings and events.
3. Coordinates the work flow and training of other secretaries in the assigned area of responsibility if applicable.
4. Assists building/program staff as needed.
5. Serves as liaison between the assigned building/program, other ISD programs, staff from the constituent school districts, and business/community partners.
6. Completes electronic and/or manual bookkeeping/accounting tasks related to the assigned area of responsibility.
7. Maintains staff payroll and attendance records in accordance with district standards.
8. Utilizes district software for daily assignment and reassignment of substitute employees to insure buildings/programs are fully staffed and student needs are met.
9. Develops, coordinates, and maintains electronic and paper filing systems in the assigned area of responsibility.

10. Schedules meeting rooms as needed in the assigned area of responsibility and makes appropriate preparations for meetings.
11. Creates and prepares reports, correspondence, and documents in accordance with district standards identified in the GISD Style and Procedures Guide.
12. Responsible for the use of district technology to include word processing, printing, scanning, database and spreadsheet development and maintenance in the assigned area of responsibility.
13. Coordinates and maintains student records and prepares necessary documentation for the biannual pupil accounting audit.
14. Consistently models Win-Win leadership.

### **Other Duties:**

1. Performs other related duties as assigned.
2. Represents the program on district committees as requested.
3. Responsible for providing information and assisting as necessary in the pre-registration for the Flint Registry.

## **QUALIFICATIONS**

**Education:** High school diploma/equivalent plus thirty hours of documented coursework or study beyond high school required. Associate's degree preferred.

**Experience:** Minimum three years successful secretarial experience required; five years preferred. Experience in an educational agency preferred.

**Skills/Other:** Ability to pass proficiency testing at the intermediate skill level, and maintain proficiency in Microsoft Word and Excel, business math, spelling, and typing (45 wpm) required. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve complex problems, manage multiple tasks, demonstrate effective time management skills, meet deadlines, and produce accurate work. Is detail oriented. Effective oral and written communication skills. Strong teamwork, interpersonal communication, and problem-solving skills. Possess a positive service orientation. Provide leadership in the office environment. Take initiative to ensure smooth operation of the school office. Ability to work a flexible work day, work week, and work year. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Maintain integrity with confidential information. Represents the district in a professional manner at all times. Ability to maintain a calm, poised, and professional image at all times. Demonstrate honesty, integrity, and professionalism at all times. Punctuality and good

attendance are requirements for the position. Ability to exercise good judgment and make decisions in accordance with board policy and established administrative guidelines.

## **DEADLINE AND APPLICATION PROCESS**

*Current GISD employees who wish to apply for the vacancy should apply online using the job postings link accessible from the home page of the GISD website. Under the job postings category, select the link titled Current Genesee ISD Employees - click here for vacancies, located under the "Internal Staff" heading.*

*External candidates may apply by selecting the Apply link above and completing the online application and uploading a resume.*

- If you do not have access to a scanner, plan to bring this documentation, if you are selected to interview.
- Transcripts printed from the Internet are not acceptable.
- Please do not send paper documentation to Human Resources.

Join us in shaping the future of education. Interested candidates should submit their resume, cover letter, and any other relevant documents to the GISD Human Resources department. Applications will be reviewed on a rolling basis until the position is filled.

**Join a forward-thinking team that makes a lasting impact on students, families and the community.**

**Apply today to become a part of the Genesee Intermediate School District team!**

**An Equal Opportunity Employer**