



CARMAN-AINSWORTH COMMUNITY SCHOOLS

G-3475 W. Court Street • Flint, Michigan 48532 • Phone: (810) 591-3700 • Fax: (810) 591-3323

Vacancy Notice

The following position is available, employees in the CMOPP bargaining unit shall be considered before considering candidates outside the unit. For full consideration, all interested and qualified candidates should apply by sending in a resume to Human Resources, Carman-Ainsworth Community Schools, G-3475 W. Court Street, Flint, MI 48532, no later than 4 p.m. on Friday, May 22, 2026.

Assistant Building Secretary – Rankin (15 hours/week) **Assistant Building Secretary – Randels (30 hours/week)**

REPORTS TO

Building Principal

SUPERVISES

N/A

JOB PURPOSE AND FOCUS

Under the direction of the school principal, the assistant school secretary provides secretarial office support service to the building secretary and to school administration and staff, performing technical duties, to assist in coordinating a broad range of functions throughout the school. Facilitates a continual flow of contacts with students, teachers, administrators and public, supports the work of school office staff and volunteers, at the direction of the school secretary and principal, and performs other related tasks as required.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- High school diploma or equivalent
- Ability to type with speed and accuracy
- Ability to work efficiently and with a service-oriented attitude under stressful situations with constant interruption
- Understand and apply complex policies and rules
- Ability to perform clerical tasks with limited supervision
- Ability to work well with others
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to communicate and follow instructions
- Experience preferred in using photocopiers and other office equipment, including computers and software programs utilized by school offices
- Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new services and equipment
- Demonstrated attitudes and personal qualities necessary to produce high quality office service
- Ability to develop, plan and implement short-and long-range goals
- Ability to develop and maintain record keeping systems and procedures

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES

- Perform a variety of clerical and computer-related tasks
- Perform and organize a wide variety of secretarial and clerical duties for administrative personnel, teachers and support staff in an efficient manner
- Communicate with the public, employing discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns
- Communicate and explain rules and regulations to staff, students, general community and maintain ready communication with other agencies
- Independently compose a variety of materials, such as letters, memorandums, bulletins, newsletters, websites, requisitions, claims, reports, and statistical data from rough drafts, or oral instruction
- Receive and disseminate critical disaster information in a calm, and professional manner
- Daily verify and record payroll information for all employees and substitutes, if assigned
- Orient and direct substitute teachers and other substitutes, if assigned
- Perform miscellaneous medical and first aid care of students
- Assist with student count, enrollment, withdrawal, student records
- Perform other duties as assigned

TERMS OF EMPLOYMENT

Salary and fringe benefits in accordance with the current CMOPP Collective Bargaining Agreement with The Board of Education, this is a level C+ (\$14.25-\$20.10/hour) position for 39 weeks a year.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. There is limited exposure to physical risk.

EVALUATION/PERFORMANCE MEASUREMENTS

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel. Criteria for performance include but are not limited to:

- Attendance record
- Data utilization
- Human interactions
- Participation in specific training or workshop opportunities
- Demonstration of interpersonal, time, conflict, and stress management skills
- Production and efficiency related to job duties

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

All descriptions reflect essential functions and basic duties. Peripheral tasks have been excluded.

Requirements, skills, and abilities are the minimal standards required to successfully perform the positions. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive.

Additional functions and requirements may be assigned by supervisors as appropriate, in keeping with collective bargaining agreements and law.

Carman-Ainsworth Community Schools does not discriminate on the bases of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. The district shall comply with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C §§ 2000e, et seq.; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Handicappers' Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, Age Discrimination in Employment Act (ADEA), 29 U.S.C. §§ 621, et seq.



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Parent/Community Liaison – Rankin Elementary (up to 15 hours per week)

REPORTS TO

Building Principal

SUPERVISES

N/A

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- Preference given to applicants living in building attendance area
- Must possess excellent communication skills and be well organized
- Available to work a flexible schedule
- Have experience working with children and parents
- High School Diploma

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES

- Share information with new residents regarding the school and district programs and services such as: volunteer and parent club information, as well as providing information about the services that are available in the school (McKinney-Vento, English Language, Title I, etc.).
- Recruit, organize and coordinate volunteers for the school.
- Attend monthly parent club meetings and provide Title I update.
- Assist with the preparation, set-up and implementation of family engagement learning night activities and events. (Approximately 4 times/year.)
- Assist with the organizing and supervising of the school facility.
- Develop a positive work relationship with the school staff.
- Maintain frequent communication with the building principal and community education coordinator.
- Coordinate new articles and photographs for the school newsletter
- Coordinate with the Community Services secretary to disseminate building and community information via social media forums.
- Distribute building and community information via building BAND apps monthly relevant to Title 1.
- Assist with the development of summer programs at the school.
- Collect and organize parent-teacher-student compacts for Title I records and documentation.
- Attend all parent-teacher conferences to assist with the collection of parent and community surveys as needed.

- Maintain a Title I Liaison log throughout the school year.
- Assist with transition activities.
- Assist the principal with other related projects or special activities in accordance with the Title I grant.
- Other duties as assigned.

TERMS OF EMPLOYMENT

Community Liaisons are non-bargaining unit positions for 15 hours a week for 39 prorated weeks. The rate of pay is \$13.73 per hour.

WORK ENVIRONMENT

Must be able to use a variety of equipment such as computers, copiers, calculators, etc.

EVALUATION/PERFORMANCE MEASUREMENTS

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- Attendance record
- Data utilization
- Human interactions
- Participation in specific training or workshop opportunities
- Demonstration of interpersonal, time, conflict, and stress management skills
- Ability to serve as an effective team member
- Ability to follow directions of certified staff
- Production and efficiency related to job duties

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