



## Notification of Support Staff Position

# Clerk

## Weston Elementary School

2026-2027 School Year

7 Hours/Day \* 5 Days/Week \* Category II

Start Date: 8/18/2026

Single Health Benefits Only (single to full family Dental & Vision, plus LTD and Life Ins.)

Beginning Rate: \$17.25/hour\*\*

### Skills:

- Good communication skills
- Proficient keyboarding skills, word processing and computer skills
- Ability to maintain confidentiality
- Perform well under pressure
- Organizational skills
- Ability to prioritize multiple tasks
- Familiarity with school software (Synergy, SchoolsOpen, Google G-Suite, Microsoft, etc.)
- Working knowledge of basic office procedures and operations
- Ability to assume responsibility without direct supervision and exercise initiative and good judgment
- Ability to work on and complete projects with frequent interruptions
- Ability to maintain professional rapport in dealings with others

### Duties:

- General office responsibilities such as phones, filing, copying, etc.
- Answering phone and forwarding call appropriately
- Parent/student contact, but referring decisions to appropriate personnel
- Must maintain positive interactions with parents, students, and staff
- High quality customer service
- Process student attendance (attendance calls, letters, etc.)
- Update student records
- Data processing
- Provide first aid and medical assistance
- Other duties as assigned

Reports to Building Principal, Sarah Wood

External applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium \(MMAPS\)](#) for job 34600.

\*\*dependant upon KESPA ratification

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