



Notification of Support Staff Position

Administrative Secretary

Kearsley High School

2026-2027 School Year

8 Hours/Day * 5 Days/Week

Single Coverage (100% Funded + \$1500 stipend) to Full Family Medical (75% Funded) Dental & Vision, plus LTD and Life Insurance / Beginning Wage: \$20.75/hour

Skills

- Above average keyboarding, word processing and computer skills
- Ability to maintain confidentiality
- Perform well under pressure
- Outstanding organizational skills
- Ability to prioritize
- Familiarity with school software (SchoolsOpen, Synergy, Frontline, Google G-Suite, etc.)
- Good communication skills including ability to organize issues and compose memos, 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 multiple projects with frequent interruptions
- Ability to maintain professional rapport in dealings with others

Duties

- Secretary to the building principal
- Compose and type memos, letters, and confidential documents for administration
- Maintain building payroll
- Pupil accounting procedures and tracking, including student enrollments
- Create and compile reports from Student Information System (ie: student schedules, enrollment, scheduling, etc.)
- Parent/student decision making within the confines of district policies and procedures
- Provide first aid and medical assistance as needed (including immunization tracking)
- General office responsibilities such as phones, filing, copying, etc.
- Tasks required in maintaining building programs (work orders, supplies, building calendar, substitute teachers, etc.)
- Other duties as assigned

Application Process

Qualified applicants will submit their application through the [Mid-Michigan Area Public Schools Consortium](#) (MMAPS), Job ID 34866. Applications should include a letter of interest/cover letter, resume, transcripts, and three letters of recommendation.

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