



CARMAN-AINSWORTH COMMUNITY SCHOOLS

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

Vacancy Notice

For full consideration, **all interested and qualified candidates** should apply online, applications must be received no later than 4 p.m. on Friday, October 9, 2026.

Student Support Services Secretary

REPORTS TO

Director of Student Support Services

SUPERVISES

N/A

JOB PURPOSE AND FOCUS

To assure the smooth and efficient operation of the Student Support Services Office and provide clerical support service to staff

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
- Ability to compose and edit written material, maintain general office procedures and handle multiple projects with frequent 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 hold in strictest confidence, highly confidential information, exercise tact and discretion in relationships with district personnel, and the general public
- Working knowledge of word processing and spreadsheets, e.g. Microsoft Word and Excel
- Ability to communicate and follow instructions
- Demonstrated attitudes and personal qualities are necessary to produce high-quality office service
- Ability to develop and maintain record keeping systems and procedures
- Demonstrated ability to prepare correspondence, memoranda, and other documents with correct spelling and grammar
- Demonstrated ability to prepare, organize, and maintain accurate and detailed reports and files with regard to Section 504 cases, Title I programs, special education, gifted and talented, and English Language Learners
- Ability to assist Director with state and federal reports and budgets

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES

- Perform a variety of clerical and computer-related tasks

- Communicate with the public, employ discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns
- Communicate and explain rules and regulations to staff, students, and the general community and maintains ready communication with other agencies
- Independently compose a variety of materials, such as letters, memorandums, bulletins, requisitions, claims, reports, and statistical data from rough drafts, or oral instruction
- Process and maintain student files, coordinate data collection and accurately maintain multiple student databases
- Generate relevant information and reports for Pupil Accounting
- Act as an intermediary between itinerant staff and district personnel
- Arrange transportation for special education students as needed
- Possess or obtain knowledge of Federal laws as they apply to IDEA and Medicaid
- Assist in establishing the annual budgets for IDEA and discretionary grants, and special education operational budgets
- Calculate the indirect cost of IDEA
- Maintain records for Section 504 cases, Title I programs, special education, gifted and talented, English Language Learners, and Native American programs
- Assist Director with state and federal reports and budgets
- Assist with scheduling appointments and meetings
- Answer inquiries from staff and community regarding policies, procedures, and programs
- Maintain files and keep records essential to the operational and federal accounts for all special education staff
- Process purchase orders submitted by special education and regular education staff as approved by director
- Attend to purchase orders to verify that all have been approved, printed, ordered, received and paid in a timely manner
- Send memos to staff as needed
- Maintain a file of current catalogs
- Establish and maintain office supply inventory
- Perform other duties as assigned

TERMS OF EMPLOYMENT

Wages and benefits as outlined in the Collective Bargaining Agreement with The Board of Education. This is a level E position (\$13.80 - \$21.97 per hour) for 40 hours a week, 52 weeks a year.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. There is limited exposure to physical risk. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Must be able to work under stressful conditions.

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.