Notification of Support Staff Position

District Floating Secretary

Kearsley Community Schools

2026-2027 School Year

7 Hours/Day * 5 Days/Week

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

Wage: $15.25/hour

Position Summary

The District Float Secretary provides flexible, high-quality clerical and administrative support throughout the school district. The employee serves as a substitute and supplemental secretary and may be assigned to various schools, departments, or district offices based on operational needs, staff absences, vacancies, special projects, or changes in workload.

The District Float Secretary must be able to quickly adapt to different work environments, office procedures, administrative expectations, and student populations while maintaining a high level of professionalism, confidentiality, organization, and customer service.

The successful candidate will demonstrate strong communication and organizational skills, sound judgment, initiative, attention to detail, and the ability to work independently while becoming an effective member of different school and department teams.

Skills

- Strong verbal and written communication skills.
- Strong organizational skills with the ability to manage competing priorities.
- Ability to learn new procedures, systems, and processes quickly.
- Ability to use sound judgment and make appropriate decisions within established guidelines.
- Strong attention to detail and accuracy in completing assigned work.
- Proficiency with computers, office equipment, Microsoft Office, and other technology applications.
- Ability to maintain discretion when working with confidential or sensitive information.
- Ability to work independently, take direction, and follow established procedures.
- Ability to remain calm, professional, and solution-oriented in a fast-paced environment.
- Ability to work effectively with individuals of varying ages, backgrounds, roles, and needs.

Duties

- Provide clerical and administrative support to schools, departments, and district offices as assigned.
- Provide coverage for secretarial staff who are absent, on leave, or otherwise unavailable, including short-term and extended assignments.
- Report to and work in different district buildings or departments based on operational needs, vacancies, workload demands, and special projects.

- Answer and direct telephone calls, greet visitors, and assist students, families, staff, and members of the public.
- Maintain and update student, staff, financial, and administrative records in accordance with district procedures.
- Assist with attendance, enrollment, registration, student records, scheduling, and other student-related office functions as assigned.
- Prepare, process, organize, and distribute correspondence, reports, forms, schedules, purchase orders, invoices, and other documents.
- Perform routine office operations including data entry, filing, copying, scanning, mail distribution, supply management, and use of office equipment.
- Follow district policies and procedures related to records, confidentiality, safety, security, and daily office operations.
- Perform other related clerical and administrative duties as assigned to meet the needs of the district.

Application Process

Qualified applicants will submit their application through the Mid-Michigan Area Public Schools Consortium (MMAPS), Job ID 34969. Applications should include a letter of interest/cover letter, resume, transcripts, and three letters of recommendation.

The Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.