Kearsley Community Schools (KCS)
Notification of Support Staff Position
KESPA

Date Posted: November 12, 2026

School Secretary
Armstrong Middle School

8 Hours/Day * 5 Days/Week * Category II
School Year - Up to ten (10) days before the first student day and eight (8) days after the last student day
Beginning Salary: $19.00/Hour
Fringe Benefits: Single Person Medical, (single to full family) Vision, Dental, paid holidays, sick and personal days per the KESPA agreement

Skills:

- Superior communication skills
- Good keyboarding skills, word processing and computer skills
- Ability to maintain confidentiality
- Perform well under pressure
- Organizational skills
- Ability to prioritize
- Familiarity with school software (Synergy, 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
- Update student records, specific responsibilities relating to attendance tracking and building procedures
- Data processing
- Provide first aid and medical assistance as needed
- Other duties as assigned
- Physical ability to alternate between sitting, standing, and walking across the work day

Internal Candidates should send a letter of interest to Megan Yelle, Principal at Armstrong Middle School

External applicants will submit their application through the Mid-Michigan Area Public Schools Consortium (MMAPS) to JOB ID 34988.

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Must be posted in 3 places.