

# BELDING AREA SCHOOL DISTRICT

## Position Announcement

<b>Job Title:</b>	<b>BHS Principal's Secretary / Registrar</b>		
<b>Location:</b>	Belding High School		
<b>Salary Range/Level:</b>	Belding Education Support Personnel Association (BESPA) Salary Schedule	<b>Terms of Employment:</b>	8 hours a day, 52 weeks per year
<b>Date Posted:</b>	July 24, 2019	<b>Application Deadline:</b>	August 6, 2019
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at <a href="http://www.bas-k12.org">www.bas-k12.org</a> under District and Job Opportunities.)</p> <p>Letter of interest, resume and credentials may be attached within the online application.</p>		
<b>Belding Area School District</b>			
<p><b>Mission</b></p> <p>Belding Area Schools: An engaged staff + a supportive community = successful students.</p>			
<b>Job Description</b>			
<p><b><u>Essential Duties:</u></b></p> <p>The High School Principal's Secretary / Registrar shall serve under the direct supervision of the Building Principal and shall be responsible for the following specific duties:</p> <ul style="list-style-type: none"> <li>• Provide confidential and diverse secretarial and general office support for the Building Principal.</li> <li>• Process routine and non-routine reports, correspondence, notices and recommendations, maintaining confidentiality as needed.</li> <li>• Coordinate appointments, conferences, meetings and interviews; furnish Building Principal with appropriate materials for specific meetings in a timely manner.</li> <li>• Coordinate special events (i.e. Commencement and related activities) which may include hours beyond the normal work day.</li> <li>• Determine academic recipients for student recognition throughout school year.</li> <li>• Manage the student information system, including scheduling, grades, transcripts, honor roll, grade distribution sheets, report cards, and state reporting.</li> <li>• Maintain complete and accurate academic records and student files including the acquisition of new students' records.</li> <li>• Process enrollment and scheduling of new students.</li> <li>• Prepare and distribute student transcripts as requested.</li> <li>• Work with the Building Principal and counselor(s) to develop master schedule and complete full-year scheduling of classes for students.</li> <li>• Establish and maintain a filing system, in manual and computerized modes.</li> <li>• Maintain student activity accounts.</li> <li>• Order and maintain office supplies, as needed.</li> <li>• Work cooperatively with other personnel to facilitate smooth office operations.</li> <li>• Perform other related duties as directed by the Building Principal and Guidance Counselor(s).</li> </ul>			

**QUALIFICATIONS:**

1. High School graduate required. Postgraduate education preferred.
2. Minimum five (5) years' experience in secretarial or related field, preferably in an educational environment, high level of experience, discretion, integrity, and technical skills including secretarial and computer skills.
3. Excellent communication/interpersonal skills required to interact effectively with students, staff members, other school officials, parents and the general public.
4. Extensive knowledge of organizational operations, policies, procedures and practices.
5. Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner and in emergency situations.
6. Ability to operate effectively in environment requiring handling of confidential/sensitive information.
7. Strong computer skills and demonstrated abilities in keyboarding (60 WPM) and knowledge of word processing, database, and spreadsheet. (Candidates may be required to complete a skills assessment prior to interviews.)
8. Experience with a multi-line phone system
9. Basic first aid skills
10. Preferred experience with current Student Information System (Skyward).

**Notice of Non-discrimination**

It is the policy of Belding Area School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category in its programs, services or activities. For inquiries regarding the nondiscrimination policies contact the Superintendent's Office, 850 Hall Street, Belding, MI 48809. (616)794-4700.