



Job Title: Administrative Assistant – Class II – Cannonsburg Elementary- 22.5 hours per week
Date Posted: October 10, 2025
Contact Person: Teya Cotter, Principal, Cannonsburg Elementary
Phone: 616-863-6344
Email: tcotter@rockfordschools.org

Job Summary

Administrative Assistant – Class II – Cannonsburg Elementary
School year position – 22.5 hours per week

Essential Duties and Responsibilities

- Makes and receives telephone calls, takes messages, and routes calls regarding attendance
- Maintains all student attendance records.
- Maintains building SWIS data
- Responds to inquiries from students, teachers, and parents regarding attendance rules, absences, suspensions, and enrollment status
- Prepares and distributes files, records, reports, and correspondence related to attendance
- Provides strong customer service when interacting with students, staff, and parents
- Makes available student forms, such as field trips and passes
- Maintains lists: Sign-in/sign/out, student files, enrollment verification, adds/drops
- Explains attendance-taking procedures to teachers
- Assists other secretaries with student orientation, textbooks, and student information
- Other duties as assigned by the Superintendent or his/her designee

Interested and qualified candidates are to apply online. Please click on the employment link at www.rockfordschools.org to complete an online application.

Application Deadline: Until Filled