

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

September 24, 2021

**Assistant School Secretary
Adult Education
Community Education Center
KSP, Range 8 (\$23,498 - \$31,063)
10 Month + 20 days – Full Time**

Scope of Responsibilities

Performs secretarial duties in the office of Adult Education; and significant school responsibilities, including data entry in the Michigan Adult Education Reporting System. Meets the public and students and performs reception duties.

Performance Responsibilities

1. Performs secretarial and other duties as assigned by the Adult Education Leader.
2. Enters student data into the Michigan Adult Education Reporting System as required by the Department of Labor and Economic Opportunity.
3. Completes school reports, collects information from other employees, compiles data into an established format, performs calculations, and follows appropriate time schedules.
4. Performs reception duties, answers calls, assists the public with completing forms and provides any additional information needed while interpreting and following school policies and procedures.
5. Performs inventories and orders supplies and equipment as needed.
6. Operates standard office machines including calculator, computer, fax machine copiers, and other office machines.
7. Performs standard office tasks, including filing, proofreading, copying, data formatting, collating, and assembling.
8. Performs other duties as assigned.

Minimum Qualifications

1. High school diploma or equivalency.
2. Proficient in Microsoft Office Programs (Word, Excel, PowerPoint), Google Suites, and office technology utilized in the department.
3. Demonstrated ability to communicate with students, staff, and the community in a calm and supportive manner.
4. Evidence of skill in the student database.
5. Ability to maintain confidentiality.
6. Evidence of a desirable work record (i.e., low absenteeism, good performance, flexibility).

**Please apply online at www.kpsjobs.com no later than
Tuesday, September 28, 2021.**

Kalamazoo Public Schools is an Equal Opportunity Employer.