

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**September 24, 2021**

**School Secretary II**  
**Milwood Magnet School: A Center for Math, Science and Technology**  
**KSP, Range 10 (\$25,264 – \$33,380)**  
**10-month, Full-time**

## **Scope of Responsibilities**

Performs secretarial responsibilities in the office of the middle school. Duties include communicating with teachers, students, parents, and other citizens. Must be highly motivated and an effective communicator.

## **Performance Responsibilities**

1. Acts as school receptionist and secretary to the principal, keeps the principal's calendar and communicates with teachers, parents, and others in the community.
2. Prepares correspondence at the direction of the building principal.
3. Researches and prepares reports, maintains school records, handles, and disperses funds, performs inventories and orders supplies and equipment as needed.
4. Serves as lead office worker. Orients and trains assistant school secretary, delegates, and checks work.
5. Supervises volunteers and hourly workers.
6. Supervises behavior of students sent to the office.
7. Organizes and performs clerical duties; maintains files.
8. Observes district time schedules, posts notices.
9. Cares for students having health problems or injuries, contacts parents, or doctors, arranges for medical follow-through or determines that child is under direct supervision of parent.
10. Performs other duties as assigned.

## **Minimum Qualifications**

1. High school diploma or general education degree (GED).
2. Proficient in Microsoft Office Programs (Word, Excel, PowerPoint), Google Suites, and any other office technology utilized in the department.
3. Previous experience in a school setting.
4. Demonstrated evidence of leadership ability.
5. Demonstrated ability to communicate verbally and in writing to parents and staff.
6. Ability to compile, organize and prepare written reports.
7. Completion of classes in computers and/or business administration.
8. Ability to maintain confidentiality.
9. Evidence of a desirable work record (i.e., low absenteeism, good performance, flexibility).

**Please apply online at [www.kpsjobs.com](http://www.kpsjobs.com)**

**Position will remain posted until filled.**

**Kalamazoo Public Schools is an Equal Opportunity Employer.**