

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

November 19, 2021

**Assistant School Secretary
Milwood Magnet School: A Center for Math, Science, and Technology
KSP, Range 8 (\$23,498 - \$31,063)
10-month, Full Time**

Scope of Responsibilities

Processes reports and other materials and performs major school responsibilities including student accounting. Meets the public and students and performs reception duties.

Performance Responsibilities

1. Completes reports and forms from rough drafts utilizing a computer in accordance with specific rules and instructions or school procedures.
2. Completes school reports including student accounting, collects information from other employees and compiles data into established format or form. Performs calculations and follows appropriate time schedules.
3. Performs reception duties and answers telephone. Interprets school procedures. Supplies information to assist the public in completion of forms.
4. Operates standard office machines including calculator, data terminal, copier, and other office machines.
5. Performs standard office tasks including filing, Proofreading, copying, and data formatting, collating, and assembling.
6. 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.
7. Supervises behavior of students who are sent to the office.
8. Performs other duties as assigned.

Minimum Qualifications

1. High school diploma or equivalency.
2. Proficient in Microsoft Office (Word, Excel, PowerPoint), Google Suites, and other office technology utilized in the department.
3. Evidence of skill in written and oral communications.
4. Ability to communicate with students, parents, and staff in a calm and supportive manner.
5. Evidence of skill in the student database.
6. Evidence of a desirable work record (low absenteeism, good job performance, and flexibility).
7. Minimum three years of successful experience working with children and families in an urban educational setting and diverse/multi-cultural setting.

Desirable Qualifications

1. Completion of classes in computers and business administration.
2. Previous office experience.

Please apply online at www.kpsjobs.com
Until position is filled

Kalamazoo Public Schools is an Equal Opportunity Employer.