

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 21, 2022

**Assistant School Secretary
Kalamazoo Central High School
KSP, Range 8
\$23,973-\$31,685
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. Performs secretarial and other duties as assigned by the Administrator (including filing, proofreading, copying, data entry, collating and assembling).
2. Completes reports and forms from rough drafts utilizing a computer in accordance with specific rules and instruction or school procedures.
3. Responsible for securing substitute coverage for the building.
4. 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.
5. Performs reception duties and answers telephone. Interprets school procedures. Supplies information to assist the public in completion of forms.
6. Operates standard office machines including calculator, computer, fax machine, copiers, and other office machines.
7. 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.
8. Supervises behavior of students sent to the office.
9. Performs other duties as assigned.

Minimum Qualifications

1. High school diploma or equivalency.
2. Proficient in Microsoft Office Programs (Word, Excel, PowerPoint) and Google Suites.
3. Evidence of skill in written and oral communications.
4. Ability to communicate with students, parents, and staff in a professional manner.
5. Evidence of skill in student database.
6. Evidence of a desirable work record (i.e., low absenteeism, good performance, flexibility).

Desirable Qualifications

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

Please apply online at www.kpsjobs.com

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