



Every child. Every opportunity. Every time.

**March, 2022**

## **Assistant School Secretary**

**Various Locations**

**KSP, Range 8**

**\$23,973 - \$31,685**

**10-month, Full- time**

### SCOPE OF RESPONSIBILITIES

Performs major school responsibilities including student data entry. Provides secretarial support to the Assistant Principal/Dean of Students.

### PERFORMANCE RESPONSIBILITIES

1. Performs secretarial and other duties as assigned by the Administrator.
2. Completes reports and forms from rough drafts utilizing a computer in accordance with specific rules and instruction or school procedures.
3. Completes school reports, collects information from other employees and compiles data into established format or form, performs calculations and follows appropriate time schedules.
4. Performs reception duties and answers telephone. Interprets school procedures. Supplies information to assist the public in completion of forms.
5. Operates standard office machines including calculator, computer, fax machine, copies and other office machines.
6. Performs standard office tasks including filing, proofreading, copying, data entry, collating and assembling.
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 who are sent to the office.
9. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Keyboarding and computer proficiency.
2. High school diploma or equivalency.
3. Proficient in computer software programs utilized in the office (Word, Excel, Student Database).
4. Evidence of skill in written and oral communications.
5. Ability to communicate with students, parents and staff in a professional manner.
6. Knowledge of mathematical skills necessary to the performance of school responsibilities.
7. Evidence of skill in student database.
8. Evidence of a desirable work record (i.e., low absenteeism, good performance, flexibility).
9. 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 experience in an office position.

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

**Position will be posted until filled.**

Kalamazoo Public Schools is an Equal Opportunity Employer.