



TECUMSEH PUBLIC SCHOOLS

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Job Posting

Secretary – North Early Learning Center

Internal & External Candidates Accepted ∞ Full-Time Position

Location: North Early Learning Center ∞ Immediate Supervisor: Building Principal

Required Qualifications:

- High School diploma
- Minimum one (1) year in a general office position, preferably in an educational institution
- Excellent interpersonal skills and manner
- Demonstrates good listening skills
- Professional demeanor and appearance
- Demonstrated skill and proficiency in Microsoft Office and Google applications
- Strong proofreading skills
- Ability to work under demanding time constraints
- Demonstrated skills in managing multiple projects
- Willingness to commit to continuous improvement in skills and knowledge
- Teamwork and human relations skills
- Willingness to work extended hours
- Regular, reliable and punctual attendance is an essential function of the position
- Ability to operate computerized student records management system

General Duties:

- Answer telephones and give information to callers, take & distribute messages, or transfer calls to appropriate individuals
- Recording/reporting student's absences
- Maintains student information on district computer system
- Organizes school wide calendar for all events
- Assist administrator with scheduling, including all data entry for both set up and schedule changes
- Gives first aid as needed/contacts parents when necessary/records medical lists and distributes medication
- Assist with registering new students
- Maintains discipline reports
- Other duties as assigned (duties may be redistributed to accommodate building needs as determined by the building principal)

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