



NOTICE OF VACANCY

Posted: January 16, 2026
Position: School Building Secretary
Building: Central Montcalm Middle – High School
Reports to: Building Principal / Superintendent
Hours: Full-time, school year
FSLA Status: Non-Exempt

General Description:

Assist the school Principal/Assistant Principal in the planning, organization, coordination, administration, and management of an assigned school's activities and programs, including curriculum, instruction, assessment and student conduct and attendance. Monitors budget development and other duties associated with the successful operation of a school.

Preferred Qualifications:

1. High school graduate or equivalent
2. Demonstrates competence with modern office practices, procedures, and equipment
3. Demonstrates proficiency with Google applications
4. Demonstrates understanding of quality customer service
5. Demonstrates ability to handle multiple tasks calmly and efficiently
6. Experience with student records software required
7. Experience with school financial software preferred
8. Experience with records keeping techniques, general knowledge of school business and accounting
9. Demonstrates interpersonal skills using tact, patience, and courtesy
10. Correct English usage, grammar, spelling, punctuation and vocabulary in oral and written communication skills.

Essential Functions:

1. Maintains respect at all times for confidential information.
2. Performs duties of a receptionist and maintains a pleasant attitude in a professional manner.
3. Receives a variety of questions and requests; and sees that such matters are disposed of promptly, correctly, and tactfully.
4. Operates effectively various office machines, computer and software programs.
5. Maintains a regular filing system, files and processes incoming correspondence as instructed.
6. Arranges records/appointments for principal/assistant principal and other staff as necessary including building use (i.e., conference rooms, learning center, etc.)
7. Schedules and secures substitutes for teachers and paraprofessionals.
8. Maintains compensatory time spreadsheets for eligible staff.



9. Maintains toner and paper supply for office equipment.
10. Maintains the school social media site.
11. Compiles, creates, and distributes the school parent newsletter.
12. Maintains and records principal's purchase card accounts.
13. Receives and processes daily funds requests by ensuring correct account codes and appropriate back-up information is included prior to sending to Central Office.
14. Codes the monthly financial invoices, and makes sure they are submitted to Central Office for payment in a timely manner.
15. Responsible for student medication distribution.
16. Coordination of student hearing/vision screenings.
17. Compiles immunization/communicable disease reports.
18. Maintains an accurate pupil attendance record, enrolls students, manages count day responsibilities, and monitors possible and reported truancy situations.
19. Contacts parents/guardians concerning student charges/fees by sending letters.

Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts other duties related to the aide's duties as assigned by the principal, and/or local superintendent of schools.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among students who may struggle behaviorally.

Questions, contact Mr. Jeff Wernette, Principal 989-831-2100
or jwernette@central-montcalm.org

Interested applicants should apply in writing with credentials and references to:

Board of Education Office
Jeff Wernette, CMMHS Principal
1480 S. Sheridan Road
Stanton, Michigan 48888
or email jwernette@central-montcalm.org

Deadline: Until filled