

**Office of Human Resources**

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31301 Evergreen Road, Beverly Hills, MI 48025

## VACANCY ANNOUNCEMENT

<b>POSITION:</b> Office Assistant	<b>LOCATION:</b> Bingham Farms Elementary School
<b>SALARY:</b> <a href="#">BAEOP Compensation Schedule</a> -Level B	<b>POSTING DATE:</b> July 1, 2025
<b>SCHEDULE:</b> 0.5 Part time, 20 hours/week, 10-months	<b>DEADLINE:</b> Until filled
	<b>START DATE:</b> August 1, 2025

Notice is given of the vacancy in the classification of **Secretary B – 20 hours/week, 10 months/year**, assignment at **Bingham Farms Elementary School**.

### QUALIFICATIONS

- Commitment to maintain confidentiality specific to all student/school related matters.
- Secretarial experience preferred-familiarity with school policy, procedures and personnel.
- College or university coursework preferred.
- Excellent attendance record and consistent punctuality.
- Working knowledge in the use of current technological tools and software including Microsoft Office - Word, Excel, PowerPoint; Google Suite; FS Direct: SchoolDude (Work Orders), Publisher, Outlook, AESOP, and PowerSchool.
- Ability to communicate effectively with students, staff and community members to promote positive customer service at all times.
- Strong organizational, problem solving, and communication skills as well as attention to detail.
- Must possess the ability to work well under pressure and to accomplish job duties accurately and frequently with minimum supervision.
- Ability to identify areas of concern and take the initiative to respond appropriately.
- Responsible for Student Attendance reporting.
- Capacity to cope with widely varying job assignments, ranging from basic and repetitious to involved and complex, and to remain flexible, adjusting daily schedule to meet daily needs.
- Maintain a professional, organized system and create procedures for the main office.

### JOB RESPONSIBILITIES

- Receptionist for the front office.
  - Answering phone calls, directing calls to the correct location.
  - Organize messages/deliveries to classrooms.
  - Assisting parents and guests with questions and requests.
- Provide basic healthcare to students and distribute medications.
- Distribution and/or collection of materials to/from students and parents/guardians as necessary throughout the school year.
- Monitor Security System at the building entrances.

- Make daily school announcements using the PA System.
- Assist office personnel with mailings/projects as time permits.
- Assist with school newsletter and electronic communications.
- Other duties as assigned.

### **Compensation and Work Schedule**

The wage schedule is listed in the Birmingham Association of Educational Office Personnel (BAEOP) contract, classification B. Work hours are Monday-Friday, 9:00 am – 1:00 pm.

### **Method of Application**

Internal candidates can submit a resume and cover letter to the Human Resources Department at [bpsjobtransfer@birmingham.k12.mi.us](mailto:bpsjobtransfer@birmingham.k12.mi.us)

Interested external candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Open Non-Certified Positions**.

### **BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION**

*NOTICE OF The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.*