



WATERFORD School District

NOTICE OF VACANCY

Internal/External

Position: Elementary Office Manager, Level III
11 month position, 8 hours per day

Location: Riverside Elementary School

Minimum Qualifications:

- High School Diploma, Associates Degree Preferred
- Experience in the role of a school office secretary and experience working with young children preferred
- Ability to work well under pressure
- Ability to work with sensitive material in a confidential manner
- Highly skilled in Microsoft Office Suite
- Experience with Business Plus preferred
- Experience in use of Google Platforms preferred
- Ability to coordinate and process data in a timely, accurate manner; strong analytical skills
- Demonstrate a high degree of initiative, plan and organize work independently
- Meet timelines, maintain records, prepare reports, and have the ability to multi task
- Excellent communication skills
- Self-directed and able to work effectively with minimal supervision
- All else as requested by Administrator

Kurzman Administration Services/Crary Campus

501 N. Cass Lake Road, Waterford, MI 48328



(248) 682-7800



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Essential Functions:

Responsible for assisting in the overall operation of the elementary school setting while ensuring the efficient functioning of the office:

- Acts as receptionist in answering phone calls, greeting parents, students and visitors, ensuring that they receive appropriate information
- Maintains knowledge of school policies and procedures
- AESOP Daily/Sub Folders and attendance
- Time Sheets for extra assignments, after school program
- Business Plus Payroll
- Count Day collection data
- Keeps inventory, orders building supplies, receives shipments, and stores new materials accordingly
- Responsible for internal accounts
- Attends to ill/injured children and dispenses medication to students as requested
- All other duties as assigned by the building principal

Reports To: Building Principal

Workday/Week: Monday – Friday
8:00 AM – 4:30 PM

Starting Date: ASAP

Compensation: MESPA I Master Agreement, Classification III
New Hires: Starting Salary \$16.70 - \$22.46 per hour
(Based on experience)

Posting Date: August 1, 2025

Posting Deadline: Until Filled

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Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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