

Office of Human Resources

248.203.3028 • Fax: 248.203.3037

31301 Evergreen Road, Beverly Hills, MI 48025

VACANCY ANNOUNCEMENT

POSITION: Office Assistant-Counseling Department

LOCATION: Derby Middle School

SALARY: BAEOP Salary Schedule, Level B

POSTING DATE: August 13, 2025

DEADLINE: Until Filled

SCHEDULE:

Full-time, 40 hours/week, 11-months

START DATE: August 26, 2025

QUALIFICATIONS

- Excellent attendance record and consistent punctuality
- Skill and accuracy in keyboarding.
- Ability to work well with others in a fast-paced environment, establish priorities, resolve problems, multi-task
- Highly organized
- Excellent communication skills, both written and oral, with students, staff, and community members to promote positive customer service at all times.
- Commitment to maintain confidentiality specific to all student/school-related matters.
- Proficiency in the use of computers, PowerSchool, AESOP, Google Suite, and Microsoft Office Suite (excel, word, outlook)
- Secretarial experience preferred-familiarity with school policy, procedures, and personnel.
- College or university coursework preferred.
- 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.
- Capacity to cope with widely varying job assignments, ranging from basic and repetitious to involved and complex, and to remain flexible, adjusting the daily schedule to meet daily needs.
- Maintain a professional, organized system and create procedures for the main office.

JOB RESPONSIBILITIES

- Secretary for counseling department.
- Manage attendance process and records daily including accounting for all students and communication to parents/guardians and/or staff.
- Initiate quarterly truancy reports and letters from daily attendance records.

- Update and maintain enrollment records with PowerSchool.
- Support annual registration process.
- Help coordinate and implement Derby annual enrollment process.
- Support administration and counselors with enrollment and counseling-related tasks.
- Answering phone calls, and directing calls to the correct location.
- Assisting parents and guests with questions and requests.
- Distribution and/or collection of materials to/from students and parents/guardians as necessary throughout the school year.
- Assist office personnel with mailings/projects
- Respond to the medical and clinical needs of students including but not limited to administering medication.
- Maintain student records/files.
- In charge of monitoring/reporting to MICR.
- Other duties as assigned by the building administrator and counselors.

Method of Application

Internal candidates can submit a resume and cover letter to the Human Resources Department to 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 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.