



School District Of The City Of Pontiac OFFICE OF HUMAN RESOURCES

Secondary School Secretary

Reports To	Compensation	Location	Contract	FLSA
Building Principal	Based on PESA Salary Table	Pontiac High School	261 Days	Non-Exempt

About PSD

The School District of the City of Pontiac serves approximately 3,850 students and is committed to empowering every learner through high-quality instruction, innovative programs, and meaningful support. As a district on the rise, our teachers and staff continue to invest in student success, staff excellence, and a strong future for our community.

Position Summary

The Secondary School Secretary Serves as the initial point of contact for all telephone calls and visits to the school. Responsible for directing and responding to telephone calls and inquiries. Assists and relieves the Principal of routine clerical and administrative support functions.

Qualifications

- Associates degree or equivalent; or minimum of six (6) months related experience and/or training; or an equivalent combination of education and experience.
- Must pass online proficiency test in the following key areas and obtain the minimum scores requirements:
 - *Keyboarding* - **35 WPM**
 - *Spelling* - **85%**
 - *Sentence Clarity* - **80%**
 - *Basic Excel 2019* - **40%**
 - *Basic Word 2019* - **40%**
 - *Alphabetical Filing* - **61%**

Pre-Employment Requirements

- Criminal Background Check
- Drug Screen

Essential Duties & Responsibilities

- Answer and direct telephone calls, provide information, take messages, schedule appointments, and manage incoming and outgoing correspondence, including student discipline communications.



- Prepare and maintain correspondence, bulletins, memorandums, reports, and filing systems.
- Maintain student records, including oral medication logs, grades, attendance, immunization records, CA-39s, enrollment data, and other required documentation.
- Enter, update, and maintain student information, including new enrollments, withdrawals, transfers, bus assignments, schedules, and schedule changes.
- Reconcile and verify Official Count Day enrollment reports.
- Welcome visitors and substitute employees, determine the nature of their business, and provide appropriate assistance or direction.
- Process employee attendance and payroll information, including substitute employee records and related documentation.
- Assist students with concerns and direct them to the appropriate staff member for support and resolution.
- Order, inventory, and distribute school supplies.
- Accept, process, and prepare deposits for school activity funds; maintain financial records, balance accounts, process disbursements, and prepare monthly financial reports.
- Maintain the school events calendar and assist with Parent-Teacher Conferences.
- Organize, alphabetize, file, and maintain student and school records.
- Perform other related duties as assigned.

Benefits of Working with PSD

- Competitive Medical, Dental, and Vision benefits for full-time employees.
(Cash-in-lieu option is available for eligible employees, with payments directed to a retirement savings account.)
- Employee Assistance Program (EAP) offering confidential wellness counseling, and support services for employees and eligible family members.
- Paid Time Off (PTO) and Earned Sick Time Act (ESTA) leave for eligible employees.

Physical Requirements

- Regular sitting, speaking, hearing, and use of hands. Occasional standing, walking, reaching, stooping, kneeling, and lifting up to 10 pounds.

Application Process

- [Online Employment Application | Open Positions](#)

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.