



Inspiring and Building Futures,
One Student at a Time

PLEASE POST

Huron Valley Schools is currently accepting applications for the following positions:

Substitute Secretary #26-16917

POSITION DESCRIPTION

The Substitute Secretary performs normal secretarial functions for the Principal or supervisor including correspondence, typing, filing, mail processing, etc. They answer the telephone and make appointments.

Position Type: Secretarial/Clerical/Secretary

Location: District Wide

Salary: \$15.50 Per Hour

Reports To: Principal

Status: School Year 2026-2027

Start Date: As Soon As Possible

Hours: Varies

Date Posted: 6/16/2026

QUALIFICATIONS:

- Must have a working knowledge of computer applications including word processing, spreadsheets and databases, as well as presentation programs such as PowerPoint.
- Insight and Skyward experience preferred.
- Must possess excellent grammar and spelling skills.
- Must have the ability to establish and maintain effective, professional relationships with principals, teachers, supervisors, and responsible school and civic officials, students and parents.
- Must exhibit good organizational skills and have demonstrated ability to maintain efficient office records including proper filing.
- Must be able to accept and carry out varied assignments on own initiative with a consistent, systematic approach to the completion of all tasks assigned.
- Must be willing to work a flexible work schedule.
- Must be willing to learn to operate office equipment.

Dr. Paul Salah, Superintendent

www.hvs.org • 2368 S. Milford Rd. Highland, MI 48357



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ESSENTIAL FUNCTIONS

- Perform normal secretarial functions for the principal or supervisor including correspondence, typing, filing, mail processing, etc.
- Answer phones and make appointments.
- Other related duties as assigned.

EDUCATION and/or EXPERIENCE: High School diploma and/or related experience.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS: Ability to speak and write effectively. Ability to apply mathematical concepts to practical situations. Ability to carry out instructions furnished in written or oral format and deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, or hear. The employee is occasionally required to stand, walk and reach with hands or arms. Specific vision abilities required by this job include close vision and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

METHOD OF APPLICATION

Apply on-line at hvs.org

Inquiries should be addressed to:

Sandi Magee
Administrative Assistant to Human Resource
2368 South Milford Rd., Highland, MI 48357
248.684.8221
sandra.magee@hvs.org

Jeanette Wenger Chief Human Resource Officer and Title VI Officer

In compliance with 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, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Huron Valley School district that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

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