



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal Only

Position: High School Attendance Secretary, Level II
10 month position, 8 hours per day

Location: Mott High School

Minimum Qualifications:

- High school diploma
- Knowledge of Microsoft Office Suite
- Ability to maintain confidentiality of information
- Strong verbal and written communication skills
- Time management and resource utilization skills
- General office skills

Essential Functions:

- Receive and record student attendance into MiStar
- Count day report preparation
- Answer & direct incoming calls, retrieve & distribute voicemail messages
- Greet and assist students and visitors
- Issue passes for student leaving/entering building
- Update emergency cards
- Manage Plan of Care information, administer medication as needed
- In emergency situations gather Plan of Care for first responders, notify parents
- Provide court and probation officers attendance and grades when requested
- Manage student work permits
- Provide assistance with mail, copiers and filing as needed
- Provide back-up/additional support to other secretarial staff as needed
- All other duties as requested by Administration

Reports To:	Building Principal
Workday/Week:	Monday – Friday 7:00 AM – 3:30 PM
Starting Date:	TBD
Compensation:	MESPA I Master Agreement, Classification II New Hires: \$15.50 - \$20.83 per hour (Based on experience)
Posting Date:	August 6, 2026
Posting Deadline:	Until Filled

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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