



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

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

Location: Stepanski Early Childhood Center

Minimum Qualifications:

- High School Diploma, Associates Degree Preferred
- Maintain confidentiality
- Highly skilled in Microsoft Office Suite
- 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
- Record-keeping ability, skill in accurate data collection, recording and analysis of data
- Excellent communication skills

Responsibilities:

- Customer service in person, via phone and email
- Manage front office operations
- Support enrollment Process
- AESOP Daily/Sub Folders
- Business Plus Payroll
- Time sheets for extra duty assignments, after school program
- Count day reporting and student attendance
- Emergency drill reporting to ORCA
- Monitor budgets for the building
- Manage Parent Square and Kayambu
- Organize various functions (pictures, vision/hearing screening, etc)
- Organize items for school start up, meet & greet, curriculum night, conferences, Kindergarten orientation, etc.
- Support student medical plan of care (dispense daily medication, support diabetic students, administer first aid, etc.)

- Building purchasing agent and bookkeeping
- Maintain/update information in MiStar on students
- All other tasks/projects as assigned by Administrator
- Manage all end of year tech collections (walkies, laptops, Promethean supplies,)
- Support all programs during an audit

Reports To: Building Principal

Workday/Week: Monday – Friday

Starting Date: TBD

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

Posting Date: August 19, 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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