



Clarenceville School District Job Posting

POSITION: Clarenceville Schools Records Secretary
LOCATION: Clarenceville Middle School
SCHEDULE: Part-Time (0.5) **SALARY:** In accordance with Master Agreement
Approximate Hours (8-12:00)
POSTING DATE September 2026 **DEADLINE:** Until Filled
STARTING DATE: 2026-2027 School Year **WORK WEEKS:** 46 weeks

QUALIFICATIONS

- High School Diploma
- Working knowledge of:
 - Microsoft Windows applications
 - Google Apps for Education
 - Computer word processing software
- Demonstrate good oral and written communication skills and personal relationship skills
- Proficient typing skills
- Skilled proof-reading and office management skills
- Ability to handle multi-task duties

Preferred

- Knowledge of MI-STAR (Student information database system)

RESPONSIBILITIES & DUTIES

- Enter and manage the daily attendance records for all students
- Support all attendance procedures
- Prepare reports as required and distributed to the staff
- Make contact with parents to verify attendance-related issues
- Prepare, distribute, and manage the grade reporting system
- Support the management of the scheduling process as requested by building administration
- Handle the awards and recognition certificates for the school
- Responsible for the collection, accounting, and processing of internal account funds.
- Provide positive and effective customer service for all stakeholders (i.e., students, parents, staff and visitors)
- Maintain confidentiality
- Represent the principal and the school district in customer relations
- Manage the office in the absence of the building secretary
- Assist students needing assistance and/or basic first aid

- Prepare and provide record labels, class lists and mailing labels
- Prepare necessary year-end reports, count date reports, progress reports, report cards, transcripts, and up-to-the date numbers of students for the school in a timely manner adhering to all necessary deadlines
- Maintain proper records and files
- Efficiently operate computers, software programs, phones, copiers, and fax machines
- Support the building secretary with any office organization and routines in a professional manner
- Perform all other tasks as assigned and directed by the building administration

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation and contract language covering support services personnel.

METHOD OF APPLICATION:

External candidates: Apply online

Internal candidates: Contact Dr. Lawrence Rudolph, Clarenceville Middle School Building Principal at lawrence.rudolph@clarencevillmiddle school.org

Clarenceville Schools is an Affirmative Action/Equal Opportunity Employer

<http://www.clarencevilleschools.org>

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex,(including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to insure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies. The Superintendent's office is located at 20210 Middlebelt Road, Livonia, Michigan 48152.