WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Secretary, Level I
10-month position, 7 hours per day

Location: Beaumont Elementary School

Minimum Qualifications:

- High School Diploma
- Excellent written and oral communication skills
- Ability to problem solve and multi task
- Skilled in Microsoft Office Suite and Google Workspace
- Knowledge of first aid procedures and delivery of medications to students may be required
- Offer superb professional customer service skills
- Communicate and work effectively with students, parents and district staff
- Maintain confidentiality with sensitive material and student/staff information
- Coordinate and process data in a timely, accurate manner

Essential Functions:

- Receive and record student attendance into MiStar
- Answer & direct incoming calls, retrieve & distribute voicemail messages
- Greet and assist students and visitors
- Update emergency cards as needed
- Manage Plan of Care information and administer medication as needed
- Provide illness updates to Oakland County on a regular basis
- Provide assistance with mail, copiers and filing as needed
- Provide back-up/additional support to other secretarial staff as needed
- Provide back-up/additional support to other staff in support of students
- All other duties as requested by Administration

Reports To:	Building Principal
Workday/Week:	Monday – Friday 8:30 AM – 4:00 PM
Starting Date:	TBD
Compensation:	Per MESPA I Master Agreement, Classification I New Hires: $16.75 - $21.08 (Based on experience)
Posting Date:	November 2, 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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