Ferndale Public Schools
Announcement of Vacancy

November 10, 2026

Job Title:
Building Secretary (Ten-Month)

Reports To:
Building Principal

Department/Building:
Ferndale Lower Elementary School

FLSA Status:
☐ Exempt ☒Non-Exempt

Bargaining Unit/Classification:
Ferndale Association of Educational Secretaries (FAES)

Work Year/Hours:
193 Days

Salary/Pay Range:
According to FAES Collective Bargaining Agreement, $34,563 starting salary

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Position Summary

The Building Secretary provides comprehensive administrative, clerical, and operational support to Ferndale Lower Elementary School and the Building Principal. This position serves as a primary point of contact for students, parents, staff, and visitors while ensuring the efficient and effective daily operation of the school office. Responsibilities include managing communications, maintaining accurate student and building records, coordinating attendance and enrollment processes, supporting financial and budgetary activities, processing orders and invoices, scheduling substitute teachers, and assisting with school programs, ceremonies, and special events. The Building Secretary must demonstrate strong organizational, communication, customer service, and technology skills, exercise sound judgment, maintain confidentiality, and effectively manage multiple priorities in a fast-paced school environment. This position plays an essential role in

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fostering a welcoming, professional, and supportive school environment that contributes to the success of students, staff, and the school community.

Qualifications

- High School Diploma required
- Demonstrated computer skills in MS Windows Word, MS Excel
- MS PowerPoint experience preferred
- Experience with MiStar and Business Plus preferred
- Strong verbal and written language skills, math skills and computer skills
- Knowledge of office procedures, filing systems and computer filing systems
- Strong interpersonal and customer service skills
- Ability to organize and prioritize workday and to handle multiple tasks simultaneously
- Ability and willingness to work both independently, and as a team member, in a challenging environment
- Ability to maintain confidentiality of information and records, knowledge of FERPA preferred
- Ability to accurately and efficiently perform tasks requiring attention to detail
- Ability to take initiative and possess self-starter qualities

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Duties and Responsibilities

- Handle incoming and outgoing correspondence
- Handle incoming telephone calls and e-mails from administration, teachers, parents, and students
- Take minutes at meetings, compile and distribute in timely manner
- Maintain office files and track project deadlines
- Maintain inventory of building, office, and teaching supplies, and submit order requests as needed
- Process and maintain records of purchase orders, check requests, work orders, invoices, etc.
- Develop and prepare reports, forms, flyers, graphs, and computer presentations
- Compose correspondence and perform mail-merge for mass mailings
- Assist in maintenance of program budgets and tracking costs
- Maintain emergency staff information

- Schedule substitute teachers when necessary using district system, provide support to the substitute acquisition process, and acclimate them to the building
- Assist with ceremonies and special events
- Maintain cash and accounts according to district procedures
- Handle collection of tuition/fees and preparation of funds for deposit
- Assist in processing of paperwork of student referrals and suspensions
- Knowledge of attendance process and maintaining attendance records
- Provide support in overseeing new student enrollment
- On site presence required
- Other duties as assigned

Other qualifications are considered in the final selection of a person to fill this position. The search for a highly qualified applicant for this position is not restricted to this district.

Terms of Employment

Salary, benefits, and other terms and conditions of employment shall be established by the Board of Education in accordance with district policy and applicable agreements.

Evaluation

Performance of this position will be evaluated in accordance with district administrative procedures and applicable evaluation processes.

Application Deadline

November 19, 2026, or until filled

Application Procedure

Interested candidates should apply through the Ferndale Public Schools applicant portal at: https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?choosedistrict=true&applitrackclient=46207

Internal applicants (FAES bargaining unit only) should submit a letter of interest and resume to thomas.shelton@ferndaleschools.org

Equal Opportunity Employer Statement

Ferndale Public Schools is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.