Bloomfield Hills Schools

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VACANCY ANNOUNCEMENT
Attendance Secretary
South Hills Middle School
Bloomfield Hills Schools

Applications are being accepted for the **Attendance Secretary Class II at South Hills Middle School**. This is a Bloomfield Hills Schools Office Personnel bargaining unit position.

REPORTS TO: Principal

COMPENSATION BENEFITS: Pursuant to the Office Personnel bargaining unit agreement.

STARTING DATE: Immediately

DESCRIPTION:
Class II
40.00 hours per week
11 months

DESCRIPTION:
The individual will be responsible for maintaining student records, schedules, enrollment, and attendance, while also maintaining and supporting other office operations. In addition, the individual must be able to work in a positive manner with students, parents, district staff, and other consortium school districts.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Minimum of a high school diploma. This position requires an individual who has high level of organizational skills, the ability to prioritize tasks, and is proficient in computer skills, including Google Suite, Word, Excel and Microsoft applications. Well-developed skills in problem solving and communication are required. Ability to work in positive manner with a diverse staff and community population. Works independently and as a team member

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

METHOD OF APPLICATION: All applicants (including internal) must submit an application at:
https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46154

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment, or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2 AR. Inquiries related to discrimination on the basis of disability should be directed to the 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248)341-5425.