

# CRESTWOOD SCHOOL DISTRICT

1501 N. Beech Daly  
Dearborn Heights, Michigan 48127-3495  
Fax Number (313) 278-4774

Superintendent  
Laurine E. VanValkenburg, Ph.D.  
(313) 278-0903



Director of Business  
Brian Aprill  
(313) 278-0904

Director of Curriculum & Instruction  
Richard E. Klee, Ph.D.  
(313) 278-0906

Director of Special Services  
Ron Misiak  
(313) 278-2916

June 29, 2015

## **CRESTWOOD SCHOOL DISTRICT ANNOUNCES THE FOLLOWING POSITION OPEN: SECRETARIAL POSITION/CLERICAL I**

Work Schedule: Monday - Friday

Location: Crestwood High School

Start Date: To Be Determined

Wages: As Per Contract – THIS IS A 12 MONTH POSITION

Qualifications: High School Graduate; Associates Degree preferred  
School Related Work Experience preferred  
Fluent in written and oral English and Arabic preferred

Skills Required: ~Ability to maintain strict confidentiality regarding handling of records and information  
~Able to follow directions and work with minimal supervision  
~Type minimum of 50 words per minute  
~Knowledge of general office operations and equipment use  
~Proficient in Excel, SMART, AESOP/PESG, MiSTAR, purchasing and payroll  
~Excellent human relations skills in dealing with parents, students and staff  
~Excellent telephone skills  
~Excellent record keeping skills  
~Organization skills

Deadline: July 8, 2015

### **METHOD OF APPLICATION**

Qualified and Interested persons must apply on line by going to the Crestwood Home page under employment. Please include a letter of interest, resume, letters of recommendation, copy of certificate(s) and transcripts. We no longer accept paper applications delivered via mail, in person, faxed, or e-mail. If your qualifications meet our needs, we will contact you for further information and a possible interview. No person shall be discriminated against on the basis of age, race, sex, color, religion, national origin or ancestry, marital status, height, weight, or handicap/ disability.

