



WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

Learning and Leading for Tomorrow

Administration Offices and Board of Education

24821 Hall Road, Woodhaven, MI 48183

Phone 734.783.3300 • Fax 734.676.3316

robertg@wbsdweb.com

Greg T. Roberts

Director of Human Resources

W.E.S.P.A. JOB POSTING

July 11, 2022

(All WESPA Members and *External Candidates)

In accordance with the agreement between the Woodhaven-Brownstown School District and the Woodhaven-Brownstown Educational Support Professional Association (WESPA), the following position is being posted for

JOB TITLE: ADMINISTRATIVE ASSISTANT - ELEMENTARY BUILDING (Class B)

JOB SUMMARY: Manages and carries out all functions of the school office in relation to the needs of the principal, staff, teachers, students, and community as they pertain to an effective and efficient school. The secretary is accountable to the building administrator.

MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):

- Communicate in such a way to convey a positive image of the school, its staff, and the school district to the community.
- Maintain student databases for in-district, out-district, and exited special programs students.
- Demonstrate competence in accessing MiStar for student record access and maintenance.
- Use a database to create and maintain needed forms and lists.
- Establish positive relationships with parents through telephone and face-to-face contacts.
- Process paperwork associated with new students.
- Maintain a filing system for correspondence, student files, and program records.
- Process purchase orders and payroll using the SMART system.
- Maintain staff absence reports, substitute slips, and payroll records.
- Review, sort, and distribute mail.
- Answer the telephone and record messages.
- Type all correspondence, and reformat communications as requested by the building administrator.
- Take initiative to organize the office area for maximum efficiency.
- Perform other tasks as assigned by the building administrator that are secretarial and/or clerical in nature relative to the operation of the building.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact the: Office of the Superintendent, 24821 Hall Rd., Woodhaven, MI 48183, 734-789-2357.



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MINIMAL QUALIFICATIONS:

- High school diploma required; degree from a business or community college preferred.
- Demonstrated expertise in the use of computers; extensive applied knowledge of word processor, publishing, database, and spreadsheet applications.
- Ability to type at least 50 words per minute.
- Have a good prior work record regarding attendance, punctuality, dependability, positive attitude, and cooperation with other personnel.
- Demonstrated effective listening and verbal communication skills. Excellent telephone skills.
- Demonstrated ability to communicate using written language. Ability to correct spelling and grammar.
- Ability to maintain confidentiality.
- Flexibility in dealing with people.
- Ability to work under pressure and timelines.
- Ability to work independently in initiating and following through with projects.

BUILDING

Wegienka Elementary School

WORK SCHEDULE

2022-23 School Year

10.5-months, 5-day work week, 8 hours day,

206 days, 7:30 a.m. – 4:00 p.m.

COMPENSATION:

Per collective bargaining agreement

**Internal W.E.S.P.A. employees should submit their letter of interest via email,
no later than 4:00 pm, Friday, July 22, 2022 to:**

Greg Roberts, H.R. Director

robertg@wbsdweb.com

***External candidates** should note that preference will be given to internal WESPA members. However, should a qualified internal WESPA candidate not take this position, this job will be open externally until filled. In the event that an internal candidate does not take this job, a 2nd posting will not be issued. Therefore, interested external candidates are invited to respond to this posting.

cc: Michelle Briegel, Principal, Wegienka Elementary School
Sandra Ruehles, WESPA President

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