



SOUTH HAVEN PUBLIC SCHOOLS

Position: Temporary – Part Time Baseline Middle School Secretary

Requirements:

High School Graduate
Proficient with computer applications
Ability to maintain office confidentiality
Demonstrate competence in the use of Google Suite

Preferred:

Experience with student accounting
Basic bookkeeping experience
Good attendance record

Deadline To Apply: Until Filled

***Submit Application to:** LaTonya Gill-Williams, Baseline Middle School Principal – lgill@shps.org

Kelly Schrinier, HR Specialist - kschriner@shps.org
South Haven Public Schools
554 Green Street
South Haven, MI 49090

*A job application can be found at <https://www.applitrack.com/shps/onlineapp/>

Condition of Employment: Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").

8/28/25