

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST
August 3, 2020

AFFILIATE INTERNAL POSTING

POSITION: Secretary II

BUILDING: Creekside Elementary School

POSTING PERIOD: August 3 – August 7, 2020

EFFECTIVE DATE: August 10, 2020

HOURS: 8 hours per day
(schedule to be set by the building principal)

BARGAINING UNIT: Hartland Affiliate Association

QUALIFICATIONS: See attached job description. Any applicant must have passed the affiliate testing at the secretary II, secretary I or central office level.

DUTIES: See attached job description.

APPLY TO: Interest in the position must be emailed to both:

Scott VanEpps, Assist Superintendent of Personnel & Student Services at scottvanepps@hartlandschools.us

AND

Karen Ellis, Personnel Coordinator at karenellis@hartlandschools.us before 2 p.m. on Friday, August 7, 2020.

This opening came about due to the resignation of Stephanie Shinkle. Please contact Principal Stephanie Way for additional information or if you have questions about the assignment at 810-626-2600.

JOB DESCRIPTION

TITLE: SECRETARY II

QUALIFICATIONS:

1. High school diploma
2. Proficiency in word processing
3. Must have passed the affiliate test at the secretary II level
4. Computer knowledge/experience, including Word, Excel, Internet, email, MiSTAR, Smart
3. Ability to deal with the public tactfully and courteously and work harmoniously with other employees
4. Demonstrated ability to work with children
7. Capable of maintaining student medications and administering minor first-aid
8. Proficient in using various types of office machines, such as, but not limited to: FAX machine, copier, postage meter

REPORTS TO: Building Principal

PERFORMANCE GOAL: Assist secretary in providing a well-organized, smoothly run office

PERFORMANCE RESPONSIBILITIES:

1. Act as receptionist, answer phones
2. Process and input data as necessary
3. Operate computer equipment efficiently
4. Aid teachers in preparing and reproducing student material as necessary
5. Supervise bus arrival and departure
6. Supervise students when necessary and report any flagrant behavior
7. Oversee clinic, administer student medications, maintain immunization records, administer minor first-aid
8. Perform minor clerical duties, which could include typing, filing of materials and maintenance of those files, inventory and ordering, activity accounts, purchase orders, student count, and excessive absence reports
9. Work with students who come into the office
10. Could be asked to perform duties of the secretary in the event of her absence
11. Other related duties as may be assigned

TERMS OF EMPLOYMENT: Wages and fringe benefits in accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools

EVALUATION: In accordance with the H.A.A. Agreement with the Board of Education of the Hartland Consolidated Schools

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