



Building Secretary – Part Time HS/MS

This position provides administrative support to the MS/HS administration alongside the students and staff of Benzie Central Middle / High School

QUALIFICATIONS/SKILLS

- Cooperative and collaborative worker
- Student centered and student focused
- Flexible – adapt to changing needs
- Effective communicator
- Previous experience with children and/or in administrative support role(s) desirable

COMPETENCIES

- Ability to build meaningful and caring relationships
- Problem solver
- Self-directed – committed to the process of improvement
- Effective communicator

RESPONSIBILITIES

- Serve as registrar for all students in grades 6-12
- Complete enrollment processes for students and families including organization of records, transportation, scheduling, athletics/eligibility, immunizations, and other necessary paperwork as required
- Maintain the student database including timely processing of student drops/adds
- Provide educational verification for current/previous students as needed for employment, etc.
- Assist athletic director in administration of athletic program as assigned
- Serve as a welcoming presence to visitors in the office and assist students, staff, and visitors who enter
- Maintain an environment of mutual respect, teamwork and accountability
- Other duties as assigned by the building principal

WORK SCHEDULE: 5.5 Hrs / Day, 197 Days / Year (Prorated for 2018-19)

WAGES: Per Contract – Starting wage currently \$12.13 / Hr

REPORTS TO: Building Principal

PLEASE SUBMIT NOTIFICATION OF INTEREST/RESUME TO:

DAVID CLASEN, MS/HS PRINCIPAL

9300 HOMESTEAD RD. BENZONIA, MI 49616

Deadline: November 13, 2018

9300 Homestead Rd. Benzonia, MI 49616 ~ (231) 882-9653 Fax (231) 882-9121

www.benzieschools.net