



JOB TITLE: Secretary – Middle School/High School

REPORTS TO: Principal

POSTING DATE: Posting open **UNTIL FILLED**

8 hours/day

DISTRICT DESCRIPTION: Benzie County Central Schools serves over 1,400 students Early Childhood-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Michigan. There are six villages in the district, which is also convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has an Early Childhood Program, three elementary schools serving grades K-5 and a middle / high school serving grades 6-12. There is also an alternative / virtual high school situated near the high school campus.

EVALUATION

Performance of this job will be evaluated annually by the secondary principal.

TERMS OF EMPLOYMENT

Annual work calendar defined by Secretarial Personnel Master Contract

Salary and schedule defined by Secretarial Personnel Master Contract

DUTIES AND RESPONSIBILITIES

- Complete responsibility for operation of secondary principal's office.
- Organizes the work of the office so that records and reports are forwarded on due dates.
- Duplicates and forwards letters and notices as directed.
- Processes necessary reports, letters, handbooks, forms, and purchase orders for elementary school employees.
- Prepares replies to routine correspondence.
- Handles confidential correspondence of the principal.
- Types and reproduces materials needed by teachers.



- Establishes and maintains an adequate filing system.
- Acts as a liaison between principal and staff, pupils, and the public.

- Enrolls students and processes all records to ensure required documentation is properly submitted and recorded for pupil accounting submissions.
- Sorts and distributes mail.
- Receives and routes all phone calls.
- Assists in attendance records for staff and students.
- Checks and distributes books and supplies.
- Keeps the principal informed about areas and activities needing attention.
- Keeps bulletin boards and newsletters attractive and up-to-date.
- Administers minimal first aid and medicine according to State guidelines.
- Obeys and enforces all State and school district policies, rules, regulations and procedures.
- Other duties as assigned by principal.

COMPETENCIES & ADDITIONAL QUALIFICATIONS:

- Prefer two years of successful employment in office practice and procedure.
- Proficient in spreadsheet software such as *Microsoft Excel*. Basic skills using e-mail and using word processor application *Microsoft Word, Google Suite*.
- PowerSchool experience preferred.
- Good organizational skills, written and communication skills, diligent work habits.
- Ability to develop effective working relationships with fellow staff.
- Discreet in handling mail, confidential information, and/or materials.

REQUIRED PROFESSIONAL QUALIFICATIONS:

- High school diploma or equivalent.

Interested applicants should submit an application online and attach materials including a resume and cover letter at <http://www.tbaisd.org/services/human-resources/employment-opportunities/>.