



MOUNT CLEMENS COMMUNITY SCHOOLS

167 CASS AVENUE • MOUNT CLEMENS, MICHIGAN 48043

(586) 469-6100 • FAX (586) 469-5569

MONIQUE BEELS, SUPERINTENDENT

POSITION: High School Building Secretary, EDUStaff position

POSTING DATE: October 28, 2022

DEADLINE: Until filled

START DATE: immediately, 12 month position

LOCATION: Mount Clemens High School, Secondary Complex

REPORTS TO: Building Principal

SUMMARY: Secretary performs and coordinates varied secretarial and clerical functions in support of the school office. The Secretary works under the direction of the Principal, to ensure the smooth operation of the school office. Tact, courtesy, friendliness, discretion and good telephone techniques are required.

ESSENTIAL DUTIES:

- Work with the staff in the school office; maintain appointment calendar, type correspondence, and reports from draft or brief direction.
- Acts as a registrar; prepare enrollment documents, verify incoming records including immunization requirements, education levels and special needs, prepares, releases and transfers documents, process attendance and progress reports;
- Assist with the maintenance of student attendance records; assist in verifying reasons for absence, admit tardy students to class, monitor student sign out log and verify adult authorization to remove student from school, compile attendance/enrollment reports, maintains computer data entry log, district required enrollment balancing required each month to remain in compliance with state auditor;
- Maintains student academic records; enter test scores, grades and other record keeping data, maintain cum folders and emergency contact records, assist teachers with parent/teacher conference scheduling and keep daily log of medications;
- Assists the principal / counselor in relation to the paper trail required for expulsions, may include 504 documentation;
- Generates reports and maintaining working computer files for school, computerized attendance system, heavy computer use, i.e., E-Mail, use of scanners, etc.;
- Purchase supplies for the main office, counseling, and middle school departments – using AS400 (GUI).
- Represent the District in a professional manner by performing all job functions at a satisfactory or above level.
- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- Performs other related duties, including special projects, as required or requested, consistent with reasonable expectations for the contracted position.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED required.
- Must have knowledge of PowerSchool
- Previous experience working in a school office or at least 3 years of responsible clerical experience, including service involving school age students, preferred.
- Must possess intermediate computer skills.
- Demonstrated competence in the use of current Microsoft Office products e.g. Word, Excel, and the ability to learn specific business systems in a timely and efficient manner.
- Demonstrated knowledge of current office practices and procedures including filing methods and organizational techniques.
- Demonstrated ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and implement a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrated record of good attendance and punctuality.
- Demonstrated strong communication and interpersonal skills.
- Demonstrated ability to handle high stress situations in a calm and appropriate manner, while making good decisions.
- Demonstrated ability to speak clearly and concisely both in oral and written communication.
- Must meet criminal history background requirements

APPLY NOW:

www.EDUStaff.org

QUESTIONS:

We are happy to answer any questions you have. Please contact David Lavender at lavenderd@mtcps.org



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