

**Assistant School Secretary (Guidance Office)
Hillside Middle School
KSP, Range 8 (\$27,880 - 34,854)
10-month, Full Time**

Scope of Responsibilities

Provide secretarial support to the counseling office, prepares and oversees reports and materials and performs major school responsibilities including student data entry. Maintain and keep accurate records as required.

Performance Responsibilities

1. Serve as secretary to the counseling office.
2. Creates reports and other materials and performs major school responsibilities including student data entry. Meets the public and students.
3. Completes reports and forms from rough drafts utilizing a computer in accordance with specific rules and instruction or school procedures.
4. Performs reception duties and answers telephone. Interprets school procedures. Supplies information to assist the public in completion of forms.
5. Operates standard office machines.
6. Performs standard office tasks including filing, proofreading, copying, data entry, collating and assembling.
7. Cares for students having health problems or injuries, contacts parents or doctors, arranges for medical follow through or determines that the child is under direct supervision of the parent.
8. Supervises behavior of students who are sent to the Athletic Office.
9. Performs other duties as assigned.

Minimum Qualifications

1. High school diploma or equivalency.
2. Proficient in Microsoft Office Programs (Word, Excel, PowerPoint) and Google Suites.
3. Evidence of skill in written and oral communications.
4. Knowledge and experience with computer software programs utilized in the office.
5. Ability to communicate with students, parents and staff in a professional manner.
6. Knowledge of mathematical skills necessary to the performance of school responsibilities.
7. Evidence of skill in the student database.
8. Evidence of a desirable work record (low absenteeism, good job performance, flexibility).
9. Working knowledge of the Michigan High School Athletic Association.

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