



LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, Michigan 48081
586-445-4000 Ext. 2503 | www.lakeviewpublicschools.org



NOTICE OF VACANCY

The following Secretary position is available for the 2025-2026 School Year:

STUDENT SERVICES ADMINISTRATIVE ASSISTANT

CLASSIFICATION: SECRETARY VI

REPORTS TO THE DIRECTOR OF STUDENT SERVICES

(12 Month Position)

PREFERENCE GIVEN TO CANDIDATES REPRESENTED BY LAKEVIEW SECRETARIAL/CLERICAL UNION

Certification Requirements & Qualifications:

- Associate's Degree or equivalent work experience and training, required (Individuals hired after July 1, 2015)
- Bachelor Degree, or related certification and/or equivalent work experience and training required (Individuals hired after July 1, 2022)
- Successful completion of a basic skills test and a basic computer test
- Ability to successfully pass a background check

Required Skills:

- 60 Words per Minute
- Working knowledge of basic office procedures and operation of standard office equipment and machines
- Ability to accurately input and retrieve computer data
- Proficiency with computer applications and systems, such as; Word, Excel, Access, etc.
- Ability to communicate effectively verbally and in writing
- High degree of efficiency and accuracy
- Commitment to delivering a high level of customer service
- Ability to work with general supervision and/or independently
- Ability to work collaboratively in a team environment
- Ability to multi-task in a fast-paced work environment
- Ability to maintain confidentiality and adhere to HIPPA and FERPA requirements

Responsibilities:

****Include but are not limited to the following***

- Positively interacts with students, parents, staff, administrators, and daily visitors in person, electronically, and on the phone
- Manages student data system and other special education data systems
- Maintains student records and retention (CA60 files, residency verification, enrollment, immunizations, IEPs, etc.)
- Utilizes various computer applications and software to complete day to day tasks
- Utilizes Outlook to manage all associated tasks
- Manages the registration process for all new students receiving special education services; discipline checks, completion of paperwork, communications with buildings
- Assists with the scheduling and facilitation of various trainings for district special education staff
- Manages the functions of the district mailroom and mailings
- Assists with processing and scheduling of special education transportation, field trips and professional development
- Assists with the purchasing, processing, and distribution of textbooks, supplemental materials, and school supplies for the Student Services Office



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- Assists with the identification of Homeless students and the services available
- Assists with the identification of Bilingual students and the services available
- Effectively works with outside agencies on school related business
- Assists with office tasks and building procedures
- Independently performs any and all related duties assigned
- Uses good judgment
- Utilizes Board policies and district procedures when making decisions
- Initiates improvements in existing procedures
- Utilizes district procedures and policies for purchasing and cash handling
- Utilizes the District's financial software program to process purchase orders, process receivers, and run transaction reports to assist the Executive Director of Student Services and Business Office with budget related functions
- Completes department assigned tasks associated with hourly payroll
- Assists with the completion of required State and Federal reports
- Assists with the data collection and reporting of student achievement for instructional programming
- Utilizes District software program to manage department technology and maintenance requests
- Assists with posting department information on the district website
- Assists with the preparation of Board materials

Compensation:

- Salary in accordance with the Lakeview Secretarial/Clerical Master Agreement (*available online*)
- Healthcare Benefit Package
- Leave Days
- Other fringe benefits outlined within the collective bargaining agreement

DEADLINE FOR APPLICATION: 3:00 PM FRIDAY, MARCH 21st, 2025 (Or Until Filled)

ACCEPTING ONLINE APPLICATIONS ONLY

Please submit your online application at www.lakeviewpublicschools.org, and include a letter of interest, resume, transcripts, teaching certificate, and references.

Tracy L. VanPeeren, Deputy Superintendent

Lakeview Public Schools

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.