
JEFFERSON SCHOOL DISTRICT



Amy Gee
Superintendent of Schools

5707 Williams Rd.
Newport, MI 48166

Position Title: Sodt Elementary Secretary

Location: Sodt Elementary

Reports To: Building Principal

Salary: According to Master Contract with the Jefferson Clerical Association

Job Goal: The Sodt Elementary School Secretary performs duties assigned in a competent and professional manner in accordance with the established policies and regulations of the Board of Education and the laws of the State.

Qualifications:

High school diploma or equivalent. Prefer 3 or more years of school secretarial experience. Highly experienced in a wide range of technology and computer operations including Infinite Campus. Must possess effective oral and written skills. Must have strong, positive communication and interaction skills when dealing with coworkers, students, administrators, parents and the community.

Role:

- Processing and maintaining confidential information and material.
- Screening incoming calls, taking and relaying messages.
- Establishing a positive and helping relationship with all.
- Organizing incoming material and assist in prioritizing related tasks.
- Developing and maintaining a good working understanding of equipment necessary for job performance.
- Typing a variety of materials, such as letters, reports, memos, etc.
- Maintaining an accurate useful filing system that provides for timely retrieval of needed information.
- Work with the principal to develop and build master schedules for students.
- Preparing purchase orders (electronically). Assisting with monitoring departmental budget status.
- Performing such other tasks and assuming such other responsibilities as the immediate supervisor may deem necessary for this position.

Job Type: Full-time

Application Procedure: All interested applicants apply by clicking on the following link: [Sodt Elementary Principal's Secretary](#) The deadline to apply is April 14, 2025 or until filled.

All information should be submitted directly on your Applitrack application. Please do not fax, email or send applications directly to the District. Questions regarding your application process should be directed to Applitrack.

Jefferson Schools is an Equal Opportunity Employer