



Stephen J. McNew, Ed.D., Superintendent
Monroe County Intermediate School District
1101 S. Raisinville Road
Monroe, Michigan 48161-9047

Preparing today's students for tomorrow's world.

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POSITION POSTING #5295

Posting Date:	April 9, 2025
Position Title:	Secretary 'A' – Curriculum and Instruction
Location:	Professional Development Center
Reports To:	Assistant Superintendent for Curriculum and Instruction
Salary/Benefits:	Starting hourly wage \$19.98, as specified in the MEA-ESPA Agreement wage schedule; single medical, dental and vision benefits according to Master Agreement with the ESPA Click Here
Available:	April 21, 2025; Full-time 260-day position
Schedule:	8:00 a.m. – 4:00 p.m. Monday – Friday (includes ½ hour unpaid lunch)
Probation Period:	Ninety (90) working days.
FLSA Status:	Non-Exempt
Closing Date:	April 15, 2025, for internal candidates

Job Summary:

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.

Essential Duties:

- Serve as confidential secretary to the Assistant Superintendent; perform a variety of clerical and technical tasks for the efficient operation of the department.
- Provide leadership in order to develop and maintain a collaborative team atmosphere with other secretarial support staff.
- Provide administrative support to department/unit staff.
- Ability to communicate effectively and professionally with co-workers and the public.
- Demonstrated ability to make sound judgements regarding establishing and organizing work responsibilities, meeting deadlines, and handling stressful situations.
- Demonstrated ability to take initiative and work with a variety of people in a team environment.



- Take a lead role in maintaining communication within and between departments, with staff and the general public, answer questions and provide information concerning programs and services.
- Prepare various documents using a variety of software packages including functions of word processing, spreadsheet development, database management and statistical data manipulation.
- Establish and maintain functional, efficient filing system, including:
 - confidential information
 - individual files for division staff members in matters of daily attendance, leave, conference attendance and payroll
 - office files relating to various programs
 - student files
 - correspondence
- Complete purchase orders and other budget-related forms.
- Maintain supplies and arrange maintenance of office equipment.
- Handle a variety of phone functions, including messaging and scheduling of appointments.
- Maintain payroll records for designated staff.
- Maintain helpful, informed, pleasant demeanor when dealing with students, staff and parents.
- Ability to work outside of regularly scheduled hours for meetings, activities and special projects.
- Build and record attendance for all professional learning sessions in Wisdomwhere.
- Communicate necessary event/session information to session facilitator and instructor for all professional development sessions.
- Maintain records and user accounts for Wisdomwhere and all professional learning sessions.
- Prepare, submit and monitor all SCECH sessions to MOECS.
- Maintain all SCECH records.
- Back up front desk and IRTC, as needed.
- Assist with student programs, as needed.
- Provide project support for events and activities. Assume responsibility for preparation/assembly of required materials and coordination of event logistics.
- Maintain regular, predictable in-person attendance.
- Follow work rules.
- Must adhere to MCISD Guidelines and Policies.
- Carry out all other responsibilities as assigned.

Education:

- Associate degree required.

Testing:

- Prior to hire must successfully pass Microsoft Office Suite Normal User Test (Word, Excel, Business Writing).



Experience:

- Experience with PC computer platform and various productivity software programs.
- Minimum of two (2) years secretarial experience in a school setting preferred.

Skills/Other:

- Demonstrated ability to make sound judgments regarding establishing and organizing work responsibilities, meeting deadlines, and handling stressful situations.
 - Demonstrated ability to take initiative and work with a variety of people in a team environment.
 - Demonstrated ability to handle professionally a wide variety of situations.
 - Demonstrated ability to multitask.
- Desire and ability to engage in continuing education and skills upgrading.

Criminal History Check: Upon hire, employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the applicant.

Working Conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to bend at the neck more than the average person. Specific vision abilities required by this job include close vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities for perform the essential functions.
- The noise level in the work environment is moderate and is a standard acceptable level for this environment. The employee must work with the public and other staff, continuously meeting multiple demands from several people.

Application Procedure: All interested applicants (internal and external) apply by clicking on the following link: [Click Here](#)



Contact Information: Monroe County Intermediate School District
Human Resources and Legal Department
1101 South Raisinville Road
Monroe, Michigan 48161
(734) 322-2642 (Application Assistance)
(734) 322-2640 (Questions about Postings)
