



# WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

*Learning and Leading for Tomorrow*

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**Administration Offices and Board of Education**

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robertg@wbsdweb.com

Greg T. Roberts  
Director of Human Resources

## **W.E.S.P.A. JOB POSTING June 1, 2022 (All WESPA Members and \*External Candidates)**

In accordance with the agreement between the Woodhaven-Brownstown School District and the Woodhaven-Brownstown Educational Support Professional Association (WESPA), the following position is being posted for

**JOB TITLE: MIDDLE SCHOOL ASSISTANT PRINCIPAL  
ADMINISTRATIVE ASSISTANT (CLASS B)  
Brownstown Middle School**

**JOB SUMMARY:** Manages and carries out all functions of the middle school assistant principal's office in relation to the needs of the assistant principal, staff, teachers, students and community as they pertain to an effectively and efficiently run middle school. The administrative assistant is directly accountable to the assistant principal and also accountable to the building principal.

### **MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):**

- Responsible for handling building staff absences, sub slips and substitute needs.
- Responsible for building crisis information.
- Responsible for updating building staff handbook as needed.
- Assist in the responsibility of the general office and its procedures.
- Maintain student discipline reports and records including the processing of paperwork as it relates to suspension, detention etc.
- Maintain and update student medication log and medication.
- Assist with locker assignments.
- Process reports for student attendance incentives (Cedar Point, Ice Cream Socials) etc.
- May be required to handle large sums of money.
- Process and maintain building use requests.
- Assist with Parent Teacher Conference logistics.
- Assist in school publications.
- Assist with annual testing material distribution and collection.
- Responsible for building key management pertaining to staff and substitutes.
- Assist with the collection of required student forms.
- Assist students when ill or in emergency situations.
- Assist with staff appreciation events.
- Assist assistant principal with PBIS reports.
- Perform other tasks as assigned by the assistant principal or designee that are relative to the operation of the middle school.

**MINIMAL QUALIFICATIONS:**

- High school diploma required: degree from a business or community college preferred.
- Demonstrated expertise in the use of computers; extensive applied knowledge of word processor, publishing, database, and spreadsheet applications.
- Ability to type at least 50 words per minute.
- Have a good prior work record regarding attendance, punctuality, dependability, positive attitude, and cooperation with other personnel.
- Demonstrated effective listening and verbal communication skills. Excellent telephone skills.
- Demonstrated ability to communicate using written language. Ability to correct spelling and grammar.
- Ability to maintain confidentiality.
- Flexibility in dealing with people.
- Ability to work under pressure and timelines.
- Ability to work independently in initiating and following through with projects.

**WORK SCHEDULE**

2022-23 School Year  
10.5-months, 5 day work week, 8 hours day,  
206 days, 7:30 a.m. – 4:00 p.m.

**COMPENSATION:**

Per collective bargaining agreement

**Internal W.E.S.P.A. employees should submit their letter of interest via email,  
no later than 4:00 pm, Friday, June 10, 2022 to:**

**Greg Roberts, H.R. Director**  
[robertg@wbsdweb.com](mailto:robertg@wbsdweb.com)

**\*External candidates** should note that preference will be given to internal WESPA members. However, should a qualified internal WESPA candidate not take this position, this job will be open externally until filled. In the event that an internal candidate does not take this job, a 2<sup>nd</sup> posting will not be issued. Therefore, interested external candidates are invited to respond to this posting.

cc: Greg Roberts, Director of Human Resources  
Andrew Clark, Principal, BMS  
Erin Radtka, Asst. Principal BMS  
Sandra Ruehles, WESPA President

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact the: Office of the Superintendent, 24821 Hall Rd., Woodhaven, MI 48183, 734-789-2357.