

VASSAR PUBLIC SCHOOLS  
220 ATHLETIC STREET  
VASSAR, MICHIGAN 48768

**POSTING**

**DATE: November 2, 2018**

**POSITION:**

1- Secretarial-Guidance/Special Education/Athletics

**HOURS TO BE WORKED:**

Regular 40 hour work week aligned to the school schedule

**QUALIFICATIONS:**

- Positive and supportive interaction with students and parents.
- Maintain and organize special education paperwork.
- Track new special education students' records for admission and exiting.
- Help with guidance events and scheduling.
- Work with athletic scheduling and calendars.
- Maintain athletic contracts and game management.
- Manage athletic forms, attendance and student registration.
- Cover other duties as necessary.

**EDUCATION AND EXPERIENCE:**

- High School diploma
- Prior secretarial experience
- Technology skills

**LANGUAGE SKILLS**

- Ability to read and analyze, and interpret general business periodicals professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**MATHEMATICS SKILLS**

- Ability to solve basic math problems

**REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit, talk or listen. The employee is occasionally required to stand, walk, reach, bend, and sometime lift up to 25 pounds. Mobility skills are necessary to access a variety of work locations.

#### Organizational Skills

- Ability to enter, coordinate and communicate schedules for activities and facility use via multiple platforms
- Ability to enter and manage data for students, staff and community such as: Rosters, results, programs, transportation, attendance, records, passes and awards, also via multiple platforms.

#### OTHER SKILLS and ABILITIES

- Ability to apply knowledge of current research and theory in specific field
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to communicate clearly and concisely both in oral and written form
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

#### WORK ENVIRONMENT

The employee will work in an environment adhering to school board policy. This position may require work hours that vary as a result of evening activities or emergencies. In addition, job requirements may require work on weekends, holidays and attendance at meetings.

#### PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct in compliance with the Michigan Code of Ethics. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to VPS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school district.

SALARY/BENEFITS: Per Teamsters Local Union No. 214 Secretarial Agreement

#### **DEADLINE TO APPLY:**

**UNTIL FILLED**

#### **BEGINNING DATE:**

**Immediately**

**Send letter of interest and resume to:**

**Lori Hubbard  
Payroll & HR Coordinator  
Vassar Public Schools  
220 Athletic St  
Vassar, MI 48768**

#### **Statement of Compliance with Federal Law**

The Vassar Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Vassar Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.