



**Columbia School District**  
11775 Hewitt Rd. Brooklyn, MI 49230  
(517) 592-6641

March 15, 2024

## **Secondary School Secretary – Columbia Options High School**

### **Job Description**

Under the direction of the principal, perform a variety of clerical and support work involving both specific routines and procedures; greet and interact with the public, work cooperatively with staff, students, parents and performs other duties as assigned.

### **Qualifications**

- Proficient with Google Docs, MS Word, MS Excel
- Knowledge of PowerSchool student data program preferred
- Professional oral and written communication skills
- Model appropriate professional behavior
- Ability to handle confidential information with complete security
- Ability to manage workload and multi-task in a timely manner
- Knowledge of modern office practices and procedures
- Ability to interact effectively with school staff, administration, students and families
- Coordinate substitute staff as needed
- Assist with scheduling, preparing student reports, and maintaining student records
- Participate in training sessions as necessary
- Some evening and weekend work may be required for building and program events

### **Requirements**

- High school diploma required, two years of college or associates degree preferred
- Complete a state required criminal history background check
- Punctual, reliable and predictable attendance is required
- District provided CPR and first aid training

**Deadline: March 22, 2024, 12:00 p.m.**

Send letter of interest, resume, and three letters of recommendation to:

Monika Cook, Executive Assistant  
monika.cook@myeagles.org  
Columbia School District  
11775 Hewitt Rd.  
Brooklyn, MI 49230