



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

March 15, 2024

Elementary School Secretary

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 and 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
- Exceptional organizational skills
- Knowledge of modern office practices and procedures
- Ability to resolve problems working as a positive member of an office team
- Assist with scheduling, preparing student reports, and maintaining student records
- Coordinate substitute staff as needed
- Experience working with young children
- 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: April 5, 2024, 12:00 p.m.

Send letter of interest, resume, and three letters of recommendation to:
Monika Cook, Executive Assistant
monika.cook@myeagles.org
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Brooklyn, MI 49230