



SHEPHERD MIDDLE SCHOOL



350 SOUTH CHIPPEWA STREET SHEPHERD MI 48883 PHONE: 989.828.6605 FAX: 989.828.6578

MIDDLE SCHOOL SECRETARY - TWO POSITIONS

10 Month Position

Qualifications/Requirements:

- Minimum High School Diploma
- Office experience preferable
- Computer skills – Word, Excel, Publisher, and Google Suite
- Student Information Systems and online data platform experience preferable
- Bookkeeping experience preferable
- Proactive, highly motivated and adaptable, with excellent organization skills including the ability to juggle multiple tasks and complete priorities
- Ability to communicate effectively with a diverse group of individuals
- Ability to coordinating both on and off-site meetings and/or events
- Experience with adolescent-aged children is preferable

Responsibilities:

- Receive visitors, phone calls, and other types of contact with the public, parents, students, teachers, and other district personnel; receive and place phone calls for the principal; provide appropriate assistance and information.
- Compile data: prepare a variety of records, manuals and reports as requested.
- Maintain confidential student files and records.
- Maintain staff leave information to be approved by principal and then for payroll processing.
- Schedules, organizes, and assists substitutes when teachers and paraprofessionals are absent.
- Maintain the school's monthly calendar, schedule meetings and appointments for the principal.
- Maintain budget control of general ledger for middle school and various student accounts, as assigned.
- Required to attend, with pre-approval from principal, relevant data processing/computer skills/user meetings, workshops, and training seminars.
- Organize and arrange major school events
- Serve as liaison to teaching staff for purchasing and procurement of materials. Type purchase orders and requisitions, receipt of items, and processing completed orders for payment.
- Prepare various school mailings/publications/newsletters, as requested.
- Dispense prescribed medication to students according to parental/doctor requests and document accordingly. Responsible for the secure storage of medications.
- Contact emergency medical personnel (as needed) and/or parents/guardians when there is an illness or injury.
- Type and proofread letters, memos, charts, forms, and reports from rough drafts and/or dictation.
- Assist with the development of the school office's administrative practices and procedures.
- Change in assignments and/or job duties/responsibilities as deemed necessary by the Superintendent of Schools.

Principal
Jason Wolf
jwolf@shepherdschools.net

Assistant Principal
Ana Allingham
aallingham@shepherdschools.net



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Report to:

- Middle School Principal

Salary/Benefits:

- Per 2023-24 Secretary Handbook ([link](#))

Deadline:

- December 31, 2023

Method of Application:

- Qualified applicants should email a letter of interest and resume to Jason Wolf, Middle School Principal at jwolf@shepherdschools.net
- Application Materials to include;
 - Cover Letter
 - Resume
 - References
 - SPS Job Application Form ([link](#))

Note:

Any applicant recommended for hire for any position with Shepherd Public Schools will be required to consent to a criminal history investigation and background assessment.

No person shall, on the basis of race, creed, gender, religion, national origin, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment by Shepherd Public Schools.