



## **Morley Stanwood Community Schools Job Description**

Morley Stanwood Community Schools is announcing the vacancy of the following positions for the 2023/2024 school year:

### **High School Head Secretary**

#### ***Summary:***

We are seeking a collaborative team member to empower students to reach their full potential and achieve academic success.

#### ***Qualifications:***

- High School Diploma

#### ***Duties and Responsibilities:***

- Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Principal
- Order and maintain office supplies.
- Reconcile high school credit card orders
- Maintain records for students in Skyward, including entry/withdrawal, IEP information, and End of the year Rollover
- Maintain reports for student awards, progress reports, report cards, and transcripts
- Plan graduation ceremonies and organizing student diplomas and CA-60s
- Assist the Principal or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
- Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
- Maintain pupil accountability records including count day clock hours and disciplinary entry

#### ***Desired Knowledge, Skills, and Abilities:***

- Knowledge of Skyward
- Is a person of exceptional moral character, willing to serve as a mentor to students
- Demonstrate excellent secretarial skills, general bookkeeping skills, organizational and filing
- skills, and the ability to use electronic equipment for word processing, data management
- Be proficient in the use of Microsoft Office and Google Suites

- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Demonstrate appropriate telephone etiquette
- Ability to greet and communicate effectively with students and parents in person and over email
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with staff in a “family-like” environment

Please submit a cover letter, resume, teaching certificate, and any letters of recommendation to Rick Wiersma: [rwiersma@morleystanwood.org](mailto:rwiersma@morleystanwood.org)

Deadline for Internal Applicants: 9/15/23

Deadline for External Applications: **Open until filled**

**The Board of Education may find appropriate and acceptable alternatives to the above qualifications, experiences and attributes.**

NOTICE OF NONDISCRIMINATION 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 Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Morley Stanwood Community 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 or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Morley Stanwood Community Schools, 4700 Northland Drive, Morley, MI 49336, Telephone (231)856-4392.