



**Atlanta Community Schools**  
**10500 County Road 489**  
**Atlanta, MI 49709**  
**989-785-4877**

## NOTICE OF VACANCY

### Internal/External Posting

K-12 Secretary	
<b>Summary</b>	Are you passionate about making a difference in the lives of the students while immersing yourself in a close-knit community, nestled in the Elk Capital of Michigan. Look no further! Atlanta Community Schools is seeking dedicated educators and staff to join our family in beautiful Northern Michigan.
<b>Why Join the ACS Team</b>	Atlanta Community Schools is seeking a dedicated and organized <b>K-12 Secretary</b> to support the daily operations of our school office. This role is vital in maintaining efficient communication among students, staff, parents, and the broader school community.
<b>Qualification Requirements</b>	<ul style="list-style-type: none"><li>• High school diploma or equivalent required. Prior experience in a school setting or office administration strongly preferred</li><li>• Proficient in Microsoft Office (Word, Excel, Outlook) and Google Workspace</li><li>• Familiarity with student information systems (e.g., PowerSchool, Skyward) is a plus</li><li>• Excellent verbal and written communication skills</li><li>• Ability to multitask and work independently with attention to detail</li><li>• Demonstrated professionalism and a positive attitude</li></ul>
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Greet and assist students, parents, and visitors in a professional and friendly manner</li><li>• Answer phones, route calls, and take messages</li><li>• Maintain student records and files in accordance with district policies and state regulations</li><li>• Assist with enrollment, attendance, and student data reporting</li><li>• Prepare correspondence, reports, and school communications</li><li>• Support administrative staff and teachers with scheduling, communication, and documentation</li><li>• Handle confidential information with discretion</li><li>• Perform other clerical duties as assigned by administration</li></ul>
<b>Availability</b>	<ul style="list-style-type: none"><li>• Immediately</li></ul>
<b>Application</b>	<ul style="list-style-type: none"><li>• Until Filled</li></ul>
<b>Method of Application</b>	If you are passionate about making a difference in the lives of ACS students and you meet the requirements for this position, we kindly invite you to apply at <a href="http://atlantaschools.us">atlantaschools.us</a> . Please submit a resume, letter of interest, to Jodi Reeves at <a href="mailto:jreeves@atlantaschools.us">jreeves@atlantaschools.us</a>
<b>Notice of Nondiscrimination</b>	Atlanta Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Susan Grulke, Atlanta Community Schools, 10500 County road 489, Atlanta, MI 49709

