

Atlanta Community Schools

<https://www.atlantaschools.us>

1-989-785-4877

Notice of Vacancy: K-12 School Secretary at Atlanta Community Schools, 10500 Co Rd 489 Atlanta, MI

Position: Full-time, School Year + 20 Days

Hours: 8:00 AM - 4:00 PM

Atlanta Community Schools is committed to providing a nurturing and dynamic learning environment for students in the Atlanta, MI area. We prioritize academic excellence, and fostering a supportive community for both students and staff.

Position Overview:

We are seeking a dedicated and organized individual to join our team as a K-12 School Secretary. The ideal candidate will possess excellent communication skills, attention to detail, and the ability to multitask effectively. As the School Secretary, you will play a crucial role in providing administrative support to ensure the smooth operation of our school.

Responsibilities:

- Greet visitors, parents, and students with a friendly and professional demeanor
- Manage phone calls and correspondence, directing inquiries to the appropriate staff members
- Maintain accurate student records, including attendance and enrollment data
- Assist with scheduling appointments, meetings, and school events
- Coordinate school communications, including newsletters, announcements, and social media updates
- Provide clerical support to teachers and administrative staff as needed
- Handle confidential information with discretion and integrity

Qualifications:

- High school diploma or equivalent required; associate degree preferred
- Previous experience in an administrative role, preferably in an educational setting
- Proficiency in Microsoft Office Suite and basic computer skills
- Excellent organizational and time management abilities
- Strong interpersonal skills and the ability to work collaboratively in a team environment
- Knowledge of school policies and procedures is a plus

Compensation and Benefits:

- Hourly wage: \$14.50 - \$17.00 based on experience
- Health, Dental, and Vision insurance offered, or cash payment in lieu of insurance

How to Apply:

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and interest in the position to Jodi Reeves at jreeves@atlantaschools.us . Applications will be accepted until May 24, 2024. Atlanta Community Schools is an equal opportunity employer and encourages candidates of all backgrounds to apply.

Join us in making a difference in the lives of our students and community!