



# Mount Clemens Community Schools

## Open Position: Secretary (2 Open EduStaff Positions)

Deadline: **Until Filled**  
Start Date: **ASAP**  
Salary: \$15 to \$17.35 per hour  
Location: GSRP/Secondary Complex  
Work Days: Full-Time; 40 hours/week  
Reports To: GSRP Coordinator/Building Principal

### Summary:

The School Secretary plays a vital role in the daily operations of the school office by providing administrative support to the building principal, staff, students, and parents. This individual ensures smooth and efficient office functioning with professionalism, confidentiality, and a welcoming demeanor.

### Essential Duties and Responsibilities – Other duties may be assigned:

- Greet and assist students, parents, and visitors in a friendly and professional manner
- Answer phones, direct calls, and take messages
- Maintain student records and update attendance data
- Process enrollment, transfers, and withdrawal paperwork
- Coordinate communication between school, families, and district departments
- Manage schedules, calendars, and meetings for building leadership
- Assist with building-level purchasing, supply inventory, and mail distribution
- Support staff with clerical needs such as copying, scanning, and forms processing
- Monitor and follow up on student health/emergency needs as appropriate
- Perform other duties as assigned by the building principal

### Qualification Requirements:

The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- High school diploma or equivalent required; additional clerical or secretarial training preferred
- Strong computer skills (Microsoft Office, Google Workspace, student information systems)
- Excellent communication, organizational, and interpersonal skills
- Ability to handle confidential information with discretion
- Previous experience in a school setting preferred
- Demonstrated ability to handle high stress situations in a calm and appropriate manner, while making good decisions.
- Demonstrated record of good attendance and punctuality.
- Must meet criminal history background requirements.

#### NON EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the Mount Clemens Community School District that no person shall, based on race, religion, color, national origin, gender, age, height, weight, marital status, or disability, be excluded from participation and be denied benefits, or be subjected to discrimination under program or activity and in employment. Further, the Mount Clemens Board of Education strictly adheres to provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and all Michigan Department of Education policies and regulations prohibiting discrimination.



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Please direct any questions regarding the position to Jennifer Daws at [HR@mtcps.org](mailto:HR@mtcps.org) or Kelley Metter [metterk@mtcps.org](mailto:metterk@mtcps.org)

Persons who are interested in this position should submit letters of interest, resumes, credentials/certification, and a list of references in one document via email above.

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