



## WAVERLY COMMUNITY SCHOOLS Position Announcement

<b>Job Title:</b>	Secretary for Attendance/Discipline High School		
<b>Location:</b>	Waverly High School	<b>Start Date:</b>	January 2025
<b>Salary Range/ Level:</b>	Per current WESPA Master Agreement – Class I, \$19.25 – \$21.92/hr	<b>Terms of Employment</b>	207 days per year, 7.25 hours per day
<b>Date Posted:</b>	January 2, 2025	<b>Application Deadline:</b>	January 10, 2025 @ 4 pm
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b><u>REQUIRED</u></b>. (See application instructions at <a href="#">Secretary for Attendance &amp; Discipline High School 2025</a>)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 321-8577</li> <li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		

### Job Description

Working under general supervision, the Secretary for Attendance/Discipline is responsible for the secretarial duties associated with the high school attendance/discipline office. Secretaries serve in many different capacities in the office.

#### **ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

1. Serves as a receptionist and assists with door entry for main office.
2. Maintains individual student attendance/discipline records.
3. Data entry for attendance and discipline.
4. Prepares all correspondence/communication related to student attendance.
5. Answers questions from staff, parents, and students related to attendance.
6. Generates reports for Attendance/Discipline, Pupil Accounting, etc.

7. Processes truancy referrals.
8. Administers medication to students
9. Provides secretarial support to administrators.
10. Other duties as assigned.

#### **SKILLS AND ABILITIES REQUIRED**

1. Knowledge and understanding of computer programs such as: Google Forms, Google Docs, Google Sheets, and Microsoft Excel, and PowerSchool.
2. Must have the ability to type at a fast and accurate pace.
3. Strong customer service and organizational skills required.
4. Knowledge of various office machines including copier, printers, and telephone systems.
5. Must have a high school diploma.
6. Prefer one year's experience in an educational setting.
7. Must have strong interpersonal and customer service skills for the continual interaction with students, parents, administrators, teachers, etc.
8. Must have strong verbal and written communication skills.
9. Must have the ability to multi-task and meet deadlines.
10. Good attendance

#### **WORKING CONDITIONS**

1. Experiences a high degree of mental demand at times due to the need to concentrate on specific duties while attending to students and parents.
2. Works in an office environment, which at times can be quite noisy due to the change in classes and resulting activity.
3. Individual needs to maintain accuracy in reports due to potential impact on students and resulting image of school that could be affected.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents, rules, and regulations. Ability to communicate effectively in reports and correspondence.

#### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Ability to organize work responsibilities to meet specific deadlines.

#### **OTHER SKILLS/ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honest, and caring when interacting with staff, students, and community members.

### **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being, and work output of students.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

### **Notice of Non-discrimination**

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***