



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	Secretary – Service Building August 2024		
Location:	Waverly Service Building	Start Date:	August 2024
Salary Range/ Level:	\$22.68 - \$25.71 per hour as per salary schedule in the current WESPA master agreement	Terms of Employment	52 weeks, 8 hours per day
Date Posted:	August 13, 2024	Application Deadline:	Until Filled
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at Secretary - Service Building August 2024)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917 		

Job Description

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:

- Answer telephones, provide general information to callers when requested, and relay information to others in the departments when they are not accessible to phones.
- Assist with student bus route assignment & maintenance, including routing software
- Utilize student record database (PowerSchool) as well as district specific application
- First line communication for families regarding transportation needs/concerns
- Assist with compliance training required by the district to ensure training is completed
- Maintain safety records.
- Add field trip account information, maintain mileage information, distribute and forward timecards to payroll.
- Order office supplies.

- Distribute mail, file and copy.
- File information relative to departmental operations.
- Enter requisitions for purchasing.
- Assign account numbers to bills, have them approved and forward paperwork to the Business Office in a timely manner.
- Maintain Director's calendar, schedule appointments, meetings, etc.
- Maintain substitute employee lists, start times, and home phone numbers list.
- Call substitutes when necessary.
- Review and interpret routes, route maps, and district maps to provide information on them when needed or requested.
- Operate dispatching for building.
- Flexibility to work irregular or extended work hours on occasion.
- All other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Minimum of high school diploma.
- Minimum of one year's experience working in an office environment.
- Strong verbal and written communication skills.
- Experience working with Microsoft Word; familiar with Excel or another spreadsheet/database program
- Proficient in the creation of spreadsheets and information tracking.
- Must be capable of operating various types of office equipment and machines
- Good attendance

Preferred Qualifications:

- Experience working in an operations and/or transportation department preferred
- Must possess a valid Michigan Driver's License
- Must be able to obtain a CDL class B-P with air brakes and S

Knowledge, Skills and 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, honesty, 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. May occasionally travel from building to other sites.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet to moderate. Position duties are normally performed inside.

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.