

Appendix A
Tawas Area Schools
School Secretary Vacancy
Special Education Department
Minimum Qualifications
(For Job Posting Purposes Only)

1. High school graduate with minimum of two years' college and/or two years' secretarial experience preferred.
2. Must show ability to type a minimum of 60 w.p.m. and set up a business letter or report.
3. Knowledge and experience with the use of computers; Apple/IBM and associated software required.
4. Bookkeeping knowledge and/or experience required.
5. Working knowledge of various office machines (copier, fax, computers, printers, etc) required.
6. The ability to work with school age children, their parents, and staff, with tact and courtesy.
7. The use of professional telephone etiquette that is appropriate and effective.
8. The ability to supervise student office assistants as assigned.
9. The ability to edit and proofread various documents as they are developed.
10. The ability to compose a professional business letter.
11. Must be well organized and able to function in stressful situations.
12. Must be able to effectively manage a fast-paced office while maintaining stability.
13. Some knowledge and/or experience of legal terminology (possessing the ability to read and comprehend legal terms as they pertain to school legislature) preferred.
14. Must possess willingness to continue education associated with the position to remain current with skills and changing educational laws.
15. The ability to work cooperatively with other office personnel and administration
16. Must be able to handle confidential information with discretion.
17. The ability to maintain a positive attitude toward the job assignment and the school system.
18. Must take and pass a physical examination by the school physician before hiring.
19. It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
20. New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
21. Must successfully complete drug screening, background check and fingerprinting and pay for the processing of those items.

This position is for a special education secretary. This is a full-time student term position.

****A \$1,000 signing bonus is available. More details will be provided during the interview process.****

All interested applicants should either email or send a letter and resume to:

Tawas Area Schools
245 W. M-55
Tawas City, MI 48763
Attention: Victoria Fisher

Applications will be accepted until this position is filled.
Date of Posting: Wednesday, November 20, 2024.

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.

**TAWAS AREA SCHOOLS
BOARD OF EDUCATION**

JOB DESCRIPTION

Title: **Special Education Secretary**

Reports To: Principal, Special Education Supervisor, Local Superintendent.

General Description: General secretarial, receptionist, and office procedure duties, i.e., answer telephone, operate intercom, handle questions/messages, responsible for lunch count, selling supplies.

Essential Functions:

1. Maintains respect at all times for confidential information.
2. Performs duties of receptionist and maintains a pleasant attitude, receives telephone calls, responds appropriately and correctly, and makes proper disposition of such.
3. Receives a variety of questions and requests and see that such matters are disposed of promptly, correctly, and tactfully.
4. Effectively operates various office machines (computers, copiers, fax, etc.). Ability to obtain proficiency in the operation of new equipment as technology changes.
5. Maintains accurate immunization data on all students.
6. Prepares and maintains adequate files for the principal.
7. Maintains and keeps current relevant databases.
8. Types, assembles, and distributes the school calendar and other information, reports, (i.e. suspension note, disciplinary actions, agenda) and so forth as required by the principal, assistant principal, guidance office, athletic department, and/or school office.
9. Prepares memos, correspondence and so forth.
10. Writes purchase orders and requisitions as required by the principal; checks in supplies and equipment received by vendors.
11. Responsible for transcribing and typing correspondence, reports, charts, student records, transcripts, and so forth.
12. Responsible for typing the teacher and student handbooks as directed by the principal.
13. Arranges/records appointments for the principal and other staff if necessary.
14. Conducts important contacts with the public/community and others requiring tact and diplomacy.
15. Orders and dispenses all supplies, books, etc. for each school year.
16. Maintains and dispenses student medication.
17. Sorts and distributes incoming and/or daily mail.
18. Assist with attendance records; weekly and grading period totals; yearly report.
19. Student records: maintain current student files, current student index card system; includes transfers and withdrawal students.
20. Counts and distributes materials to be sent home with the students.
21. Assist students at counter – forms, first aid, guidance area, principal or assistant principal's office, answer questions, check schedules, and so forth
22. Type and file grade cards, type envelopes, type personal record inserts for new students, and all entry level students, maintain personal record files for students, send records for transferring students, send for records of new students, organize and type envelopes for deficiency slips every end of marking period, type and honor rolls

JOB DESCRIPTION
Special Education Secretary
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Essential Functions: (continued)

- every end of marking period, distribute grade slips at end of marking periods, record schedule changes on cards and maintain files, maintain accurate class rosters. Type and send out retention letters at end of school year.
23. Answers parent telephone calls pertaining to absences of students.
 24. Responsible for compilation of figures for the two required student count days and associated reports.
 25. Maintains an up-to-date listing of students' entries, transfers, and withdrawals.
 26. Responsible for contacts and schedules of substitutes as needed.
 27. Maintain lost and found.
 28. Maintains adequate and accurate inventory for the efficient operation of the school; dispense supplies to staff.
 29. Any other duties as assigned by a supervisor.

Other Duties and Responsibilities:

1. Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Helps instill in students the belief in and practice of ethical principles and democratic values; and
3. Conducts all other duties related to the elementary secretary's duties as assigned by the building principal, designee or local superintendent.
4. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

ADDITIONAL WORKING CONDITIONS:

1. **Occasional exposure to blood, bodily fluids, and tissue.**
2. **Occasional operation of a vehicle under inclement weather conditions.**
3. **Frequent interaction among unruly children.**
4. **Continually update ones training and education in working and serving the specialized needs of the children they serve.**

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority, or designee.