



# Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

[www.eriamason.k12.mi.us](http://www.eriamason.k12.mi.us)

## INTERNAL/EXTERNAL JOB POSTING

**Posting Date:** March 26, 2019  
**Position:** High School Secretary  
**Location:** Mason Senior High School  
**Reports to:** High School Principal  
**Terms of Employment:** 240 days a year/8 hours per day  
Start date May 13, 2019  
**Wages:** Based on rates established in Collective Bargaining Agreement  
**Apply in writing by:** April 19, 2019 4:00 p.m.

### MINIMUM QUALIFICATIONS:

- Associates Degree
- Successful completion of pre-employment testing
- Excellent oral and written communication skills
- Excellent Organizational Skills
- Knowledge and experience with Microsoft Office Products
- Ability to Handle Multiple Projects and Prioritize Tasks
- Self-motivated and disciplined
- Ability to maintain confidentiality and to work well with people

### RESPONSIBILITIES

- See attached job description for list of responsibilities

**Criminal History:** All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$43.50 is the responsibility of the employee.

**Method of Application:** Internal Candidates: Letter of interest  
External Candidates: Resume, district application (available at [www.eriamason.k12.mi.us](http://www.eriamason.k12.mi.us)), letters of recommendation, copies of certification(s), transcripts

**Send information to:** Beth Sherman, HR Specialist/Administrative Assistant  
Mason Consolidated Schools  
2400 Mason Eagles Drive  
Erie, MI 48133  
[sherman@eriamason.k12.mi.us](mailto:sherman@eriamason.k12.mi.us)

*It is the policy of the Mason Consolidated School District that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent of Schools at the Mason Consolidated School District, 2400 Mason Eagles Drive, Erie, MI 48133 or call (734) 848-9304. APPROVED AUGUST 18, 2003*

**JOB DESCRIPTION**  
**SECRETARY TO THE HIGH SCHOOL PRINCIPAL**

**REPORTS TO:** High School Principal

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Accounting/Purchasing:**

1. Keep inventories (textbook, equipment, rooms).
2. Process all purchase orders.
3. Obtain office supplies and materials pursuant to standard organization processes.
4. Order/Confirm textbook pricing.
5. Keep account ledgers for all internal accounts.
6. Use all GAP procedures that are recommended by our accounting firm.
7. Collect and process payroll as well as absence forms from teachers (homebound services, internal classroom coverage), aides and office personnel.

**Events:**

1. Keep building calendar (synchronized with district and other building calendars).
2. Assist principal with recurring events/meetings.
3. Assist with preparation of and attend Open House and Parent/Teacher Conferences, Graduation and other special events as necessary.

**Secretarial:**

1. Assist administrator(s) by screening office and telephone inquiries, providing information requested or referring to proper department, and by answering confidential or other responsible correspondence and inquiries.
2. Be the resource for the principal's calendar/agenda.
3. Work with databases and specialized software programs (i.e., attendance, attendance calls to parents and student enrollment).
4. Prepare interoffice notices, bulletins and memoranda, compile information and prepare records and reports.
5. Compose, type and process correspondence and reports.
6. Take detailed notes and transcribe.
7. Maintain confidential records, files and reports.
8. Relieve administrator(s) of routine details.
9. Reconcile or refer complaints.
10. Operate computer and other office machines and equipment. Use Microsoft Word and Excel software programs.
11. Perform receptionist duties including directing calls and visitors.
12. Act as liaison intermediary between administrator(s), staff and the public in the absence of the administrator(s) as authorized.
13. Perform related work as required and assigned.

**NOTICE OF NONDISCRIMINATION**

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