

PLEASE POST

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**PINCONNING AREA SCHOOLS
NOTICE OF VACANCY USWA
OFFICIAL POSTING
April 24, 2024**

Please submit a letter of application with detail substantiating job skills or cover letter and resume by 3:00 PM, Friday April 26th, 2024 to: employment@pasd.org; Andrew Kowalczyk, Superintendent of Pinconning Area Schools, 605 West Fifth Street, Pinconning MI 48650

Classification	Type of Work	Time Required	Qualifications
<p>Elementary Secretary Linwood Elementary</p> <p>TO BEGIN: 2024-2025 School Year</p> <p>Union Transfer: Wages Per Master Contract</p> <p>New Hire: \$13.00</p> <p>This position is eligible for Category 2 benefits.</p> <p>This is not a new position.</p>	<p>Register students and maintain student database, including scheduling and courses, attendance and discipline. Maintain student files. Perform clerical duties assigned to include the handling of monies enter po's, etc. Handle and distribute student and teacher instruction materials as directed. Work on computer and maintain MCIR, substitute teacher system, etc. Assist students with medical issues. Such other duties as assigned.</p>	<p>8 hours daily – Monday through Friday</p> <p>Hours 7:00 a.m. – 3:30 p.m.</p> <p>Hours determined by the Building Principal and/or Superintendent of Schools.</p> <p>Work schedule 2 weeks before and 2 weeks after students.</p>	<p>Must have a high school diploma and a minimum of 10th grade reading level. Must pass new secretarial/technical skills test to transfer into a secretarial position. Knowledge/ability for proper use of telephone, indexing, filing. Computer literate including a working knowledge of word processing, database, and spreadsheet applications. Skill in using general office machine/equipment. Ability to write clear, concise business letters. Discreet in handling mail, confidential information, and/or materials. Temperament and personality to work with students, teachers, parents, and general population in a tactful, courteous manner, and with discretion. Reliable, patient, cheerful, appropriately groomed, loyal, good health, ability to follow instructions, and a willing worker. Able to work without supervision. Such alternatives to the above as the Board may find appropriate and acceptable.</p>

This is an internal posting only for USWA members and will also be posted concurrently for external applicants (if needed).

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