



# White Cloud Public Schools

Building a Tradition of Excellence

www.whitecloud.net

## NOTICE OF VACANCY

### **POSITION: FULL TIME SECRETARY**

**LOCATION:** Elementary School Office

**POSTING DATE:** May 8, 2023

**DEADLINE:** May 19, 2023

#### **DISTRICT DESCRIPTION:**

White Cloud Public School's is a Class C school located in White Cloud, Michigan which is about an hour drive north of Grand Rapids, nestled in Northern rural Newaygo County. With much of the community alongside the banks of the White River and the Manistee National Forest, White Cloud is home of many rich scenic views and family activities. White Cloud Public Schools allows staff to grow through mentorships, professional development, and extracurricular activities. White Cloud Public Schools continues its commitment to building positive relationships through initiatives such as "Character Counts" and "White Cloud PRIDE".

#### **ESSENTIAL DUTIES, RESPONSIBILITIES, and QUALIFICATIONS**

- Interpersonal skills-cooperative, courteous, flexible, good natured, and concerned with being helpful and making a good impression.
- Must be accurate, efficient, and capable of handling detailed work assignment.
- Ability to get along and communicate with staff, administrators, public and others.
- High degree of proficiency in office procedures, typing and machines.
- Must always maintain confidentiality.
- Knowledge and practical experience regarding basic computer skills, including Google Docs/Sheets, Microsoft Word and Excel Programs.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Ability to work collaboratively with office staff on attendance, truancy, MSDS, Section 25's, and pupil accounting.
- Manage Special Education calendars, schedules, and paperwork.
- Schedule meetings involving multiple providers/agencies.
- Other duties may be assigned.

**EDUCATION AND/OR EXPERIENCE:** High school graduate with three years preferred office experience

**SALARY:** \$13.00-\$15.00 per hour dependent on experience.

**EXPECTED HOURS OF WORK:** 40 hours per week. Regular on-site attendance is expected.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with vendors, staff and/or community members.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

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Phone: 231.689.1705 · Fax: 231.689.3349

**OTHER SKILLS AND ABILITIES:** Ability to operate a personal computer, and related software. Must have experience in working with Excel spreadsheets, Google Docs/Sheets. Ability to develop effective working relationships with students, parents, staff and/or community members. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear and operate a computer. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as reports. Specific vision abilities required by this job include close vision and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**INTERESTED CANDIDATES:** Please forward via email or mail a letter of interest, resume, certifications, and references to the following address: Ed Canning, Superintendent, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349. [canninge@whitecloud.net](mailto:canninge@whitecloud.net)

Equal Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be directed to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., P.O. Box 1000, White Cloud, MI 49349.