



FENNVILLE PUBLIC SCHOOLS

"Educational Excellence, Community Atmosphere, Global Vision"

FIVE MEMORIAL DRIVE
FENNVILLE, MICHIGAN 49408

Job Posting

POSITION: High School Secretary

POSTING PERIOD: June 20, 2022 until filled

JOB DESCRIPTION:

The secretary is responsible for managing the smooth operation of the front office at Fennville High School. This requires

a high degree of organizational skills and the ability to respond in a positive manner to the public.

QUALIFICATIONS:

1. High School Diploma required
2. Must pass the district clerical test
3. Must demonstrate proficiency in Microsoft and Google Platforms.
4. Ability to work with speed and accuracy in demanding situations
5. Ability to meet reporting timelines
6. Be able to effectively work independently and take initiative
7. Must be composed and positive under stressful situations
8. Basic bookkeeping aptitude
9. Possess a growth mindset
10. Excellent leadership, interpersonal, and communication skills.
11. Ability to communicate with staff, parents, students, and the public in a courteous and positive manner.
12. Must be CPR, and AED certified.
13. Bilingual English/Spanish preferred.

SALARY AND BENEFITS: 10- month position following Support Staff Guidelines

REPORTS TO: Paul Andrews, Fennville High School Principal

Interested persons should submit a letter of application and resume with references to:

Paul Andrews, High School Principal
4 Memorial Drive
Fennville, MI 49408
paul.andrews@fennville.org

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Posted: June 20, 2022