

**OAKRIDGE PUBLIC SCHOOLS
MUSKEGON, MICHIGAN 49442**

**INTERNAL/EXTERNAL POSTING
June 18, 2010**

POSITION: **Head Secretary, Lower Elementary**

REPORTS TO: Building Principal

QUALIFICATIONS: Associates Degree in related field.

Experience working in a school clerical setting.

Certified in CPR.

Must obtain first aid certification within first year.

Demonstrated experience and back ground to effectively carry out the functions of the position at a superior level.

- Innovative, creative and a self starter
- Proven team participant
- Excellent proven human relation skills
- Capable of dealing with public, answering phones and general clerical support
- Excellent proven managerial skills
- Excellent organization skills
- Excellent proven communication skills
- Demonstrated successful problem solving skills
- Strong technology skills demonstrated by the effective use of Microsoft Word, Excel, Access, the Internet and software applications
- Preferred knowledge of AS400—CIMS System, MICR, Global Scholar/Pinnacle Student Information System
- Knowledge of office equipment

TERMS OF EMPLOYMENT: 8 hours per day (7:55 a.m. to 4:25 p.m.)
10-month position

DEADLINE FOR APPLYING: July 9, 2010

STARTING DATE: August 18, 2010

APPLICATION PROCEDURE: To be considered as a candidate, you must submit a letter of application, resume, and a completed district application to: Oakridge Public Schools, Human Resources, 275 S. Wolf Lake Road, Muskegon, Michigan 49442, 231.788.7100

Superintendent's Approval

Date