



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: MACC Administrative Secretary
Classification: Hourly Employee / MESPA Contract Agreement
Terms: Monday – Friday; 8 hours per day
Starting Salary: \$18.54 per hour; Commensurate with experience
Position Begins: August 2025
Posted: April 18, 2025
Closing Date: May 2, 2025

Job Summary:

The Administrative Secretary serves as a key support role within the school, providing clerical, organizational, and administrative assistance to ensure the smooth operation of the building. This position involves managing day-to-day office functions, handling communication with staff, parents, and visitors, maintaining accurate records, and supporting school leadership in various tasks.

Education / Experience:

- Associates degree from an approved /accredited college or business school with advanced training in secretarial skills or office management preferred.
- A minimum of two years of successful experience as a secretary or office manager
- Proficiency in the use of computer applications including all Google applications, Microsoft Word, Microsoft Excel, and administrative/attendance programs (Ex: Tyler Munis, PowerSchool)

Responsibilities:

See attached job description

Benefits Include:

Vision, Life and AD&D Insurance
Option to enroll in Dental & Medical Insurance
Enrollment in State Retirement System
Paid Time Off

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

The District has adopted the policies of Title IX regarding sex discrimination.
Montague Area Public Schools is listed as an equal opportunity employer

MONTAGUE AREA PUBLIC SCHOOLS JOB DESCRIPTION

JOB TITLE: MACC Administrative Secretary

REPORTS TO: Principal

SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Administrative Secretary serves as a key support role within the school, providing clerical, organizational, and administrative assistance to ensure the smooth operation of the building. This position involves managing day-to-day office functions, handling communication with staff, parents, and visitors, maintaining accurate records, and supporting school leadership in various tasks. The Administrative Secretary will assist with scheduling, coordinating meetings, processing paperwork, and ensuring compliance with school policies and procedures. The ideal candidate will be detail-oriented, proactive, and able to work effectively in a fast-paced environment, contributing to a positive and efficient school atmosphere.

EDUCATION REQUIREMENTS:

- Associates degree from an approved /accredited college or business school with advanced training in secretarial skills or office management preferred.

QUALIFICATIONS:

- Pass a basic skills test and a keyboard test
- A minimum of two years successful experience as a secretary or office manager
- Proficiency in the use of computer applications including all Google applications, Microsoft Word, Microsoft Excel, and administrative/attendance programs (Ex: Tyler Munis, PowerSchool)
- Type 65 words per minute preferred

ESSENTIAL JOB FUNCTIONS:

- Demonstrate the ability to:
 - Have well developed interpersonal skills
 - Maintain confidentiality
 - Have strong organizational skills, ability to multi task and meet deadlines
 - Motivate others and influence their behaviors
 - Build a professional environment that is one of mutual respect, teamwork, and accountability
 - Work effectively as part of a team
- Assist in the orientation of certified and support personnel new to the school
- Be courteous and helpful in meeting the public on the phone and in person
- Organize the operation of the office under the principal's supervision
- Type and file within guidelines of current office practices
- Assist with student records (including CA-60's), reports, purchase orders, inventories, supply orders and attendance as required
- Provide administrative support to the Title I and Federal Programs Director
- May direct other clerical staff when assigned that responsibility by the Principal
- Act as a liaison between the principal, staff, pupils and public
- Assist in creation of calendar and newsletter
- Sort mail as required
- Operate office equipment (copiers, fax, etc.)

ESSENTIAL JOB FUNCTIONS (Cont)

- Assure that records and reports are completed as required
- Conduct the banking and checking accounts and maintain accurate records of internal accounts as needed
- Assist injured and sick students
- Be regular in attendance
- Perform such other tasks and assume such other responsibilities as may be assigned by the Principal

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 25 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a general office environment.

EVALUATION:

The Administrative Secretary is evaluated by the Principal.

WORK LOCATION(S):

Most work is performed within the MAPS school offices.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.