



## Tuscola Intermediate School District Announces Job Posting:

**POSITION:** Executive Secretary to Principal, TTC

**JOB DESCRIPTION:** Tuscola ISD is currently accepting applications for an Executive Secretary to the Principal at the Tuscola Technology Center in Caro, MI. This position acts as the direct secretary to the TTC Principal and maintains records as needed for staff and the building.

**REQUIRED SKILLS:** Some of the key duties of the position are listed below and others may be assigned:

- Responsible for verifying and documenting staff attendance
- Supervises, trains and evaluates co-op students working in the Administrative Services
- Office manager duties including direction of TTC clerical staff
- Performs receptionist duties: greets the public and operates switchboard
- Types evaluations for the instructors, support staff and technical-clerical staff
- Possesses thorough knowledge of telephone system and public address system
- Is thoroughly knowledgeable of the district's purchasing procedures and directs, supervises, and assists with the evaluation of the TTC bookkeeper
- Is knowledgeable of the district's organization, education philosophy, accounting system, organizational chart and master agreements
- Distributes a weekly calendar of events at the TTC
- Performs secretarial duties for the Principal and various committees
- Maintains official leave records for TTC employees

**MINIMUM QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the job:

- An Associate's degree in secretarial science or a related field, or two years of post-secondary training in a related field, or a minimum of three years of work experience with responsibilities primarily related to clerical functions
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, administrative and board policies and procedure manuals
- Ability to speak effectively before parents, staff and the public; both in person and on the phone
- Demonstrate competency in basic math, proofreading, capitalization, number usage, spelling and grammar, including the ability to perform tasks in current versions of Microsoft Word and Excel, by passing the Tuscola ISD secretarial test with 80% accuracy
- Ability to complete a typing test with a minimum speed of 60 wpm

**SALARY & BENEFITS:** As approved by the Tuscola ISD Board of Education - Health, Vision, Dental, Life, Long Term Disability, Paid Vacation, Personal and Sick Days are offered.

**STARTING DATE:** October 1, 2018

**APPLICATION PROCEDURE:** Please forward your letter of application, resume, transcripts, and completed application to:

Amanda Astley, HRS  
Tuscola ISD  
1385 Cleaver Rd Caro, MI 48723  
[aastley@tuscolaisd.org](mailto:aastley@tuscolaisd.org)

\*Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application and a current resume.

**APPLICATION DEADLINE:**

July 13, 2018

Posted By: \_\_\_\_\_

Signature

Date

6-19-18

*In compliance with Title VI 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 the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.*