

INTERNAL/EXTERNAL POSTING

POSTING DATE: November 5, 2025
POSITION: 1.0 ELEMENTARY SCHOOL SECRETARY
Clawson Elementary School
HOURS: 8 hours per day / 40 hours per week
[All teacher days plus 20 additional days]
REPORTS TO: Building Principal
STARTING DATE: January 5, 2026
SALARY: As appropriate in accordance with the secretarial salary schedule in the Clawson Office and Support Personnel MEA/NEA Contract

Qualifications

- Possess a High School Diploma or equivalent; an Associate's Degree preferred
- Minimum one year of school secretary-related experience
- Preference given to candidates with previous secretarial experience or post-high school education
- Demonstrated knowledge of school district pupil accounting/attendance practices preferred
- Knowledge of MiStar Student Information System
- Demonstrated knowledge and skill in Microsoft program applications (Excel, Word, Google, AESOP, Sungard), the internet, and the willingness to learn new systems
- Strong analytical skills and attention to detail
- Exceptional communication, organizational, prioritization, multitasking, attention to detail, and problem-solving skills
- Demonstrated proficiency in the use of Adobe Suite, Office Suite, and other office technology systems
- Accurate keyboarding skills
- Ability to balance and prioritize the multiple daily demands of the position
- Outstanding reading, writing, editing, and proofreading skills
- Excellent employment and attendance record
- Ability to recognize problem areas and ability to seek and provide solutions to increase efficiency
- Demonstrated qualities of loyalty and appreciation for confidentiality in relationships with the supervisor and the organization
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Interpersonal skills to promote good relations with students, staff, parents, and the community
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out detailed written or oral instructions

- Demonstrated ability to operate a personal computer, including but not limited to district management, word processing, spreadsheet software, and web-based applications
- Ability to develop effective working relationships with students, staff, parents, and the school community
- 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
- Must be a positive representative for Clawson Public Schools
- Must be able to establish and maintain a professional office atmosphere
- Successful completion of testing administered

Job Duties and Responsibilities

- Serves as the secretary for the elementary school office and principal
- Acts as the initial contact for students, parents, and visitors, sometimes administering minor first aid or handling social and emotional needs
- Maintains student files, manages student information systems, and keeps attendance and tardy records
- Answers phones, directs calls, greets visitors, manages incoming and outgoing mail and emails, and creates memos and reports
- Assists with the dispensing of student medications
- Assists with all student medical emergency plans
- Schedules appointments and meetings
- Performs general office duties like copying and filing
- Provides administrative support to staff
- Processes payments, handles data entry, and assists with budget and attendance records using MiStar (prior to the start of the school year, during, and at the end of the school year)
- Assists with the pupil accounting process
- Assists with the coordination and execution of school events and activities
- Maintains strict confidentiality in dealing with all records and school business
- Adhere to all school and district safety protocols including front doors and reception areas

Physical Functions

- Sitting, standing, and walking: A significant portion of the job involves sitting, but requires the ability to stand and walk around the office as needed.
- Repetitive motion: The ability to use hands for repetitive single grasping, fine manipulation, and typing is essential.
- Reaching: Extending hands and arms to reach for items or use equipment is frequently required.
- Stooping, kneeling, crouching, crawling: These movements are occasionally necessary for tasks like retrieving items from low cabinets or assisting students in a less accessible area.
- Lifting and pushing: The job may require lifting or pushing objects weighing up to 10, 25, or occasionally 50 pounds, depending on the specific role.

Fine Motor Skills

- Typing and data entry: The job requires repetitive use of wrists, hands, and fingers for keyboarding and using a mouse.
- Handling: The ability to handle, feel, and manipulate small objects and controls, like pens, staplers, and phones.
- Writing and grasping: Writing notes and using a firm grip to carry items like binders or files are common tasks.

Vision and Hearing

- Visual acuity: Specific vision abilities are necessary, including close vision, distance vision, and depth perception for tasks like data entry and reading.
- Hearing and speaking: The ability to exchange information and communicate effectively with co-workers and the public by telephone and in person is an essential part of the job.

Additional Requirements

- Coordination: Strong eye-hand coordination is needed for accurate data entry and other computer tasks.
- Travel: For some positions, physical demands may include occasional travel to offsite meetings or events.

Work Environment Considerations

- Noise: The office environment may be noisy due to photocopiers, other machines, and the general activity of a school.
- Interruptions: Secretaries are expected to handle constant interruptions from students, parents, and staff, which can lead to both mental and physical fatigue.
- Stress: The role can be stressful due to a high volume of work, constant deadlines, and conflicting priorities.

Application Procedure – INTERNAL:

An internal candidate is considered to be an employee covered under the **Clawson Office and Support Personnel** bargaining unit. Please submit a letter of interest to Melanie.Post@clawsonschools.org by November 12, 2025, 4:00 PM.

Application Procedure – EXTERNAL:

Clawson is a member of the **Oakland Human Resources Consortium**. Please apply via <https://www.oakland.k12.mi.us/careers/ohrc>

DEADLINE: Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.