

# ONTONAGON AREA SCHOOL DISTRICT

701 Parker Avenue  
Ontonagon, MI 49953  
PHONE (906) 813-0614 FAX (906) 813-0615

December 17, 2024

## Secretary Opening

Rate of Pay: Appendix A, Support Staff contract  
Hours to be worked: 3 hours per day, 9 till noon daily  
Benefits: As per Support Staff Master Agreement  
Immediate Supervisor: Superintendent

The Ontonagon Area School District has a part time secretary opening for someone who has strong technology and communications skills. The qualified candidate should have a strong ability to work with technology such as website management, complex spreadsheets, and other tools. They should also have strong communication skills with ability to work with people and write events.

### Qualifications

**Required:** High School or GED diploma  
Minimum 3 years progressive office experience involving ability to work independently  
Knowledge of general secretarial procedures including excellent grammar and proofreading skills, typing skills, and ability to maintain accurate and reliable records and data  
Proficient in the use technology, including use of word processing and spreadsheets in order to perform complex tasks, and other software applications  
Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities  
Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a warm and confident manner.  
Individual initiative and ability to work with minimal direction, using sound judgment is essential.  
Ability to maintain confidentiality in all matters.  
Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of members of the school and community

### Qualifications

**Desired:** Associates degree in office management  
Experience in a K-12 setting  
Experience in Powerschool

**Duration:** Position will be 180 Day for 3 hours per day,  
**Reports to:** Principal/Superintendent  
**Supervises:** None  
**Position Purpose:** Provides overall office management for the school including front office management and special projects.

**Essential Functions and Dispositions:**

1. Creates a favorable professional impact on students, parents, community, and other employees.
2. Maintains confidentiality in verbal, written, and electronic communication.
3. Refers confidential information to the appropriate person.
4. Follows safe practices and adheres to safety standards.
5. Strong ability to lead by communicating effectively and developing sustainable relationships/partnerships with others.

**Essential Role & Responsibilities:**

6. Provides overall office management in support of the administration as requested
7. Provides administrative support with the following responsibilities
  - Securing school volunteers
  - Helping administration to organize special parent/community events within the school
  - Helps develop systems for data collection and tracking within the school
  - Assist administration with maintenance of documentations and online programs
8. Is responsible for updating the website, school newsletter, and maintaining social media communications
9. Services as a backup to the K-12 secretary and Attendance Secretary in their absence
10. Special Projects
  - Undertake special projects at the request of the school administrator
11. Other duties as assigned

Please submit a letter of application, resume to:

Lisa Johnson  
Ontonagon Area School District  
701 Parker Avenue  
Ontonagon, MI 49953

**APPLICATION DEADLINE: January 6, 2025 or until filled**

In compliance with Title IX 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, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service, employment, or process leading to employment. For information contact Lisa Johnson at 906-813-0614 or Ontonagon Area School, 701 Parker Avenue, Ontonagon, MI 49953