

Camden-Frontier Schools

4971 W. Montgomery Road

Camden, MI 49232

Administration

Scott Riley
Superintendent
K-12 Principal

Ben Slusher
Asst. Principal/Athletic Director

Business Office (517) 368-5991 Fax (517) 368-5959
High/Middle School Office (517) 368-5255 Fax (517) 368-5959
Elementary School Office (517) 368-5258

Board of Education

Scott Nicholls, President
Matt Shiery, Vice President
Barbara Balbo, Secretary
Nathan VanAken, Treasurer
Lynn Landers, Trustee
Gary Morrison, Trustee
JR VanAkin, Trustee

VACANCY NOTICE

April 12, 2019

Position: Elementary Secretary

Hours: 8 hours/day
7:30 a.m.-3:30 p.m. (hours may vary)

Start Date: August 5, 2019

Qualifications: See attached job description

Benefits: Insurance (medical, dental, and vision) and Retirement

Pay Rate: Per Contract

Application Deadline: Friday, April 26, 2019

Application Procedure: Submit a letter of intent, resume, and three references to:

Camden-Frontier Schools
Attn. Scott Riley, Superintendent
4971 W. Montgomery Rd.
Camden, MI 49232
517-368-5255
scott.riley@cfss.org



Elementary Secretary Job Description

Title: Elementary Secretary
Reports to: Building Administrator

Qualifications:

1. High School Graduate or Equivalent
2. Ability to use Microsoft Office including Word, Excel, etc.
3. Minimum of 50 WPM keyboarding skills
4. Demonstrated proficiency in grammar, spelling and composition
5. Demonstrated organizational and communication skills (verbal and written)
6. Ability to use proper phone etiquette

Job Goals:

To ensure the efficiency and professional operation of the elementary office and assist the building administrator as needed in the total office environment.

Performance Responsibilities:

1. Act as a receptionist for the main elementary office
2. Monitor student/visitor sign-in/sign-out procedures
3. Coordinate student homework requests for absent and suspended students
4. Disseminate and record student medication
5. Sort and process elementary mail
6. Organize work and projects to accomplish all tasks in a timely manner
7. Provide support for attendance and guidance department
8. Provide support to ensure a welcoming and efficient office atmosphere
9. Perform any other duties as assigned by the building administrator
10. Responsible for district wide immunizations and classes at the Health Agency along with weekly reporting
11. Organize kindergarten round-up

Key Responsibility:

Always maintain appropriate confidentiality

Evaluation:

Performance will be evaluated at least annually by principal or designated person