

CHIPPEWA HILLS SCHOOL DISTRICT

TO: All Noninstructional Staff
FROM: Administrative Office
DATE: May 25, 2023
RE: Job Posting #2330

Secretary / Parapro (Mosaic) (8.0 Hrs)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Secondary diploma AND:
 - a) completed 2 yrs. of study at an institute of higher education; OR
 - b) obtained an associates (or higher) degree; OR
 - c) passed the MTTC, Work Keys (prior to June 2017) or ETS Parapro Assessment tests
2. Preference given to skills on Skyward.
3. Ability and disposition to work with children/young adults.
4. Excellent English, grammar, spelling and punctuation.
5. Demonstrated keyboarding skills, and skill in operating computers and peripheral equipment, and knowledge of Windows, Microsoft Word, Excel, Google and Internet use.
6. Strong organizational skills.
7. Demonstrated knowledge of basic bookkeeping
8. Ability to communicate clearly and concisely in English, both orally and in writing, including clear, polite telephone communication skills.
9. Ability to be self-directed, and a willingness to learn new skills.
10. Ability to meet the public and demonstrate a pleasing and positive manner in person and over the phone.
11. Ability to exercise tact, patience, good judgment and initiative in dealing with students, faculty, parents and the general public.
12. Respect for confidential and personal information essential.
13. Two (2) years secretarial experience preferred.
14. Neat appearing, good health, pleasant and mature personality.
15. Must demonstrate good attendance record.
16. District resident preferred.

SALARY: As per union contract

POSTING EXPIRES: June 1, 2023 at 4:00 p.m. or until filled

A newly hired employee shall be ineligible to bid on any future vacancies outside of their classification for a period of two (2) calendar years from the date of their first working day.

Interested candidates should contact the Administrative Office using the Transfer Request Form.

The new secretarial assessment needs to be taken and passed before applying for the position. Please contact Central Office at 989-967-2000 to schedule.

The Chippewa Hills Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U. S. Department of Education. It is the policy of the Chippewa Hills Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U. S. Department of Education.

Adopted 1/11/93