

WHITEHALL DISTRICT SCHOOLS

Business Office – 541 E. Slocum Street – Whitehall, MI – 49461 – 231-893-1010

Job Posting

Post Date: December 4, 2023
Position Description: Shoreline Elementary Administrative Assistant
Application Deadline: Reviewed as received

Whitehall District Schools is looking for an Administrative Assistant to join our team at our Shoreline Elementary Building. This position performs a broad range of secretarial related duties to relieve the building administrator of all possible detail and coordinate the prescribed recordkeeping, supervision of accounts assigned, reporting and related communications to the community and staff members.

Qualifications/Responsibilities

- Associates Degree and/or work experience in a public school office preferred
- Assistant to building principal
- Clerical accuracy and a high level of secretarial skills required with an understanding of typical office procedures and record keeping techniques
- Able to operate and maintain all office equipment
- High level of organization, communication and problem solving skills
- Flexible, multi-tasker
- Strong analytical and technical skills with ability to input, access and use data
- Excellent written, verbal and interpersonal skills
- Confidentiality
- Cooperative and collaborative worker
- Self-directed achiever
- Maintain building accounting budgets, including, but not limited to: enter and receive purchase orders, cash deposits, check requests, activity accounts, etc.
- Knowledge and daily use of substitute teacher software
- Maintain administrator and building event calendars
- Prepare bi-weekly staff payroll and attendance
- Assist in evaluating and monitoring needs of sick children, first aid, etc.
- Assist in administering students medications and/or assist with minor medical needs as authorized by parents and/or medical personnel
- Other duties as assigned

WORK SCHEDULE: School year plus four weeks.

Reports To: Building Principal

Individuals interested in applying for this position please email a letter of interest, resume and references to: kirstenbolles@whitehallschools.net. Thank you.

Postings available at: [Whitehall District Schools Job Postings](#)
WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.