



EAST JACKSON COMMUNITY SCHOOLS
OFFICE OF THE SUPERINTENDENT

Steve Doerr
Superintendent

1404 N. Sutton Road

Jackson, Michigan 49202

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**East Jackson Community Schools
Job Posting
April 19, 2018**

Applications are being solicited for the following position:

ADMINISTRATIVE TO THE SUPERINTENDENT

PAY

Annual salary based upon insurance/benefit needs of the final applicant and the district. This nonunion position is full time, year round.

QUALIFICATIONS:

1. College degree from a four year institution or an associate's degree. (Preferred)
2. Experience effectively communicating in an office setting with attention to detail and timeliness.
3. Skills with completing complex projects with attention to detail and timeliness.
4. Ability to work year round and at Board of Education Meetings in the evening.
5. Ability to maintain confidentiality and efficiently carry out the responsibilities of the Office of the Superintendent with a high level of professionalism.
6. Strong organizational skills, including preparing letters and documents.
7. Excellent communication, public relations, and interpersonal skills.
8. Ability to collaborate with stakeholders and respond to diverse organizational and community need through a customer service model.

DUTIES INCLUDE, BUT ARE NOT NECESSARILY LIMITED TO THE FOLLOWING:

1. Create and maintain the documents of the Board of Education, including all employee contracts and communications.
2. To support the Superintendent with organization and communication as needed.
3. Takes minutes at Board of Education Meetings.
4. Answers phone calls to the Superintendent's office, communication via email or phone to General district inquiries.
5. Completes district level reports as is required by the State and Federal government.
6. Perform accounting assistance to the Finance Supervisor.
7. Leads and directs student count process and registration process for the district.
8. Maintains district web page. Leadership and design of district publications to the community.
9. Become proficient in all current District standard software (Including but not limited to Powerschool, NEOLA, AESOP (substitute system) and social media applications.)
10. All other duties as assigned by the Superintendent.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. Employee regularly performs duties using a personal computer, and a variety of files, forms and documents and must be able to use hands, fingers, and arms in a manner that allows the individual to type, use a computer mouse. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus while moving about. Employee may occasionally lift up to 25 pounds.

Work Environment:

The noise level in the work environment is occasionally moderate to loud. The employee is frequently required to interact with the public and other staff.

Deadline – Thursday, May 3, 2018 by 2:00 PM or until filled.

To Apply Internally – Please send a letter of intent to the Superintendent’s Office.

To Apply Externally – Please visit our website at www.eastjacksonschools.org to download and print the 4-page application. Fully complete the application and send the completed copy to our Board Office by the deadline. Digital applications may be submitted in one attachment in PDF format to Steve Doerr, Superintendent by email: stephen.doerr@eastjacksonschools.org

All letters and other application materials should be addressed as follows:

Contact: Superintendent Steve Doerr
East Jackson Community Schools
1404 N. Sutton Road
Jackson, MI 49202

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