



NOTICE OF VACANCY

Date: March 27, 2025

This is notice that vacancies exist for the 2025-2026 School Year:

1 –Full-Time Secretary 2 at NMS

At Newaygo Middle School, we are dedicated to fostering a supportive and engaging learning environment where every student can thrive. We value collaboration, respect, and a commitment to excellence. **At Newaygo Middle School every lion matters, every roar counts!**

Job Summary:

Newaygo Middle School is seeking a highly organized, proactive, and personable Building Secretary to support our school with essential administrative and clerical support. This vital role serves as the first point of contact for students, parents, staff, and visitors, ensuring the smooth and efficient operation of the school office. Developing and maintaining positive relationships with students, staff, and community members is essential.

Responsibilities:

- **Communication & Interpersonal Skills:**
 - Maintain a friendly and welcoming demeanor while effectively communicating and building positive relationships with parents, students, staff, and third-party vendors. **Bilingual Experience Preferred*
- **Office Management/Administrative Support:**
 - Provide comprehensive administrative support to the Principal and other administrative staff.
 - Prepare, maintain, and process various documents, reports, records, and correspondence (including those requiring confidentiality).
 - Assist with scheduling appointments, meetings, and events.
 - Using the PowerSchool student information system, maintain accurate and up-to-date student records and files.
 - Assist students with the enrollment and withdrawal processes.
 - Orient new staff and students to school policies and procedures.
 - Assist other personnel as needed to support the overall operation of the school.
 - Demonstrate a sound knowledge of spelling, grammar, and punctuation (written and oral).
 - Able to work flexible hours as needed
- **Financial Administration:**
 - Collect fees and funds from students for various events and activities (e.g., field trips, uniforms, yearbooks, etc.), ensuring accurate and timely transactions.
 - Prepare financial reports and maintain accurate records in compliance with district, state, and federal regulations.
- **Student Support:**
 - Administer first aid and prescription medications to students in accordance with district, state, and federal guidelines.
 - Assist students with general inquiries and direct them to appropriate resources.

- **Problem-Solving & Analytical Skills:**
 - Evaluate situations to determine appropriate action and/or direct matters to the appropriate personnel for resolution.
- **Technology Proficiency:**
 - Demonstrate strong computer skills and proficiency in PowerSchool, Microsoft Applications, and Google Workspace.
 - **PowerSchool:** make adjustments and changes as needed while ensuring proper documentation is collected and recorded

Education and Experience:

- **Education:** A high school diploma or equivalent is required; an associate's or bachelor's degree is preferred.
- **First Aid/CPR Certification** preferred
- **Experience:** Prior experience in a secretarial, administrative, or office management role is strongly preferred; experience in a school setting is highly desirable.

Pre-employment Assessment: Candidates will be required to take an administrative skills assessment as part of the screening process.

Date Posted: March 27, 2025

Posting Close Date

Internal Candidates: April 10, 2025

External Candidates: Until Filled

To Apply:

Submit a letter of interest and resume to Mr. Kyle McAlister, Middle School Assistant Principal, at kmcalister@newaygo.net, no later than April 10, 2025.

*Internal Applicants who are interested in being considered need only sign the job posting and submit to Kyle McAlister by April 10, 2025.

**Please refer to the Bidding Procedures in Article 6 (page 11) of the Support Staff Union Contract.*



Ben Gilpin, Superintendent
Newaygo Public Schools

Newaygo Public Schools does not discriminate on the basis of race, sex, age, color, national origin, religion, disability, or any other protected characteristics in its education programs, activities, admissions, or employment policies, as required in Title IX of the 1972 Education Amendments, Executive Order 11246, as amended, Section 799A and 845 of the Public Health Act, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act.