



626 Phillips  
Clawson, MI 48017  
248.655.4400  
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## EXTERNAL POSTING

POSTING DATE: December 4, 2024

POSITION: **CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT – Part-Time**  
5 hours per day – 5 days per week (225 days per year)  
9:00 a.m. to 2:00 p.m.

EDUCATION AND  
EXPERIENCE:

- High School graduate
- Post high school related coursework/certifications preferred
- Minimum of 3 years of office experience preferred
- Must be eligible to work in the United States
- Demonstrated ability to deal effectively with all employees and the public
- Demonstrated ability to manage confidential information
- Demonstrated proficiency in proofreading

QUALIFICATIONS:

- Demonstrate a sincere liking for people of all ages and ability to resolve their concerns without sacrificing the objectivity for the needs of the organization
- Demonstrative qualities of loyalty and appreciation for confidentiality in relationships with the superintendent and the district
- Strong interpersonal skills to maintain effective relationships with staff and provide strong customer service and communication skills, both verbal and written
- Ability to coordinate and process data in a timely and accurate manner
- Strong organizational skills and attention to detail
- Proficiency in the use of computers, Microsoft Word, Excel, PowerPoint, Google and the Internet
- Working knowledge of MISTAR, SMART, School Dude, PowerPoint and Adobe Acrobat preferred
- Ability to establish priorities, and meet deadlines accurately and precisely
- Self-directed with the ability to perform job tasks with a minimum of supervision
- Ability to interpret and translate facts and information, explain issues, and advise individuals of alternatives on appropriate courses of action
- Ability and willingness to learn new computer programs and systems

ESSENTIAL FUNCTIONS  
AND TASKS:

- Support the Superintendent and perform a variety of executive duties
- Handles department specific responsibilities with a proactive, innovative, and creative mindset
- Assist with daily operation of the office in an organized and efficient manner while producing quality work

- Compose and/or transcribe from rough draft correspondence and other confidential material
- Perform tasks and assignments independently, on behalf of the Superintendent, when required or directed by the Superintendent
- Participate in the preparation of Superintendent's communications (email, newsletters, letters, etc.) to stakeholders
- Act to maintain appropriate confidentiality and compliance with applicable state and federal statutes relative to all internal and external communication from the Superintendent's office
- Initiate voice, fax and/or e-mail "fan out" communications to Board Trustees and to Leadership Council as directed
- Maintain and update emergency administrator contact information
- Performs general executive secretarial duties as determined by the Superintendent
- Perform related work as assigned
- Communicate with clients (state, higher education offices, local district, staff, community, etc.) at a high level of customer service and professionalism
- Diplomatically respond to and direct phone calls and visitors
- Field and respond to requests from parents, political officials/leaders, local and regional superintendents, local board members, and various community and regional and state leaders
- Regular and predictable attendance
- Other duties as may be assigned by the superintendent

STARTING DATE: January 17, 2025

SALARY RANGE: \$26,000 - \$30,000 commensurate with experience  
 Vacation days, sick time, and personal business days

APPLICATION PROCEDURE: **\*Please apply through Oakland Human Resources Consortium**  
<https://www.oakland.k12.mi.us/careers>

\*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

EXTERNAL APPLICATION DEADLINE: December 18, 2024

Clawson Public Schools is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

**Affirmative Action/Equal Opportunity Employer**

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is

**substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.**

**The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.**

**The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.**