

Morley Stanwood Community Schools

4700 Northland Drive Morley MI 49336 (231) 856-4392

JOB POSTING

Internal/External

Elementary Secretary

Classification: Hourly, Non-Exempt

Duration: 2024-2025 School Year

Compensation: Per Administrative Assistant Handbook.

Reports to: Elementary Principal

Posting Date: July 21, 2025

Position Summary

Seeking a collaborative office team member to assist students and adults resulting in positive office experiences.

Professional Qualifications

- Associate's degree/High School diploma with relative experience.
- Must have mental/physical ability and stamina for meeting the requirements of the position and possess a valid Michigan driver's license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Professional Responsibilities:

- High functioning technology skills preferred skills with student data systems and Microsoft Office
- Excellent interpersonal skills required for working with students and adults in both verbal and written formats.
- Comply with State and Federal regulations regarding confidentiality.
- Accurately maintain a variety of records, files, and other information.
- Regular timely attendance
- Ability to perform all duties in accordance with applicable district policies and legal requirements.

Internal Deadline: July 25, 2025

Submit letter of interest by email to HR@morleystanwood.org

External Deadline: August 1, 2025 or until filled

Please submit cover letter, resume, and list of references to:

HR@morleystanwood.org or

Human Resources

Morley Stanwood Community Schools 4700 Northland Drive

Morley, MI 49336

NOTICE OF NONDISCRIMINATION In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Morley Stanwood Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Morley Stanwood Community Schools, 4700 Northland Drive, Morley, MI 49336, Telephone (231)856-4392.