WAVERLY COMMUNITY SCHOOLS
Position Announcement

Job Title:	Elementary Head Secretary		
Location:	Elmwood Elementary	**Start Date:**	Immediate
Salary Range/ Level:	Class A - Per the current WESPA Master Agreement - $22.31 - $24.96	**Terms of Employment**	Per Calendar 219 days
Date Posted:	November 5, 2026	**Application Deadline:**	Until Filled
Application Process:	A COMPLETED ONLINE APPLICATION IS **REQUIRED**. (See application instructions at Elmwood Ele Head Secretary Nov 2026 Repost Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		

Job Description

JOB SUMMARY

The Head Secretary is responsible for providing clerical support to the building administrators to ensure the efficient operation of the school office.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Assist the building administrators with various tasks including written communications, filing, and reporting.
- Record and track attendance, attendance letters and truancy referrals.
- Utilize student record database (PowerSchool).
- Answer telephones, provide general information to callers when requested, and relay information to others in the departments when they are not accessible to phones.

- Responsible for monitoring and coordinating the site-based budget and accounting process, ordering, inventory, and distribution of supplies, purchasing of materials, purchasing card ordering and reconciliation and enter requisitions for purchasing.
- Assign account numbers to bills, have them approved and forward paperwork to the Business Office in a timely manner.
- Assist with building payroll and attendance.
- Responsible for working with the nursing staff in the distribution of medication and health screening.
- Assistance with small medical issues.
- Record (in PowerSchool) medications administered, illnesses and injuries.
- Immunization tracking for new students and report to the health department two times per year.
- Weekly communicable disease report to the health department.
- Interact with co-workers, administration, students, parents, and the community in positive, supportive, and cooperative ways.
- In-person and on-time attendance is mandatory.
- Responsible for assuring all office equipment is in working condition.
- Distribute mail, file and copy.
- Flexibility to work irregular or extended work hours on occasion.
- All other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Minimum of high school diploma.
- Minimum of one year's experience working in an office environment.
- Must be able to manage multiple competing priorities.
- Strong verbal and written communication skills.
- Experience working with Microsoft Word; familiar with Excel or another spreadsheet/database program
- Proficient in the creation of spreadsheets and information tracking.
- Must be capable of operating various types of office equipment and machines
- Good attendance

Preferred Qualifications:

- Experience working in a K-12 school office.

Knowledge, Skills and Abilities:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus. May occasionally travel from building to other sites.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet to moderate. Position duties are normally performed inside.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination
The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at (517) 319-3031) or msavage@waverlyk12.net.