



WAVERLY COMMUNITY SCHOOLS Position Announcement

Job Title:	Second Secretary – Elementary – Class I		
Location:	Winans Elementary	Start Date:	August 2025
Salary Range/ Level:	Per the current WESPA Master Agreement \$19.25 – \$21.92	Terms of Employment	Per WESPA Class I Secretary Calendar
Date Posted:	April 8, 2025	Application Deadline:	April 30, 2025
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at 2025-2026 Second Secretary Elementary Winans)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • 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 Second Secretary is responsible for providing clerical support to the head secretary, building administrators and staff 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.
- Assist in recording and tracking attendance, attendance letters and truancy referrals.
- Assist in maintaining 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 the distribution of supplies.
- Assist with building payroll and attendance.

- Assist building and nursing staff in the distribution of medication, health screening and small medical issues.
- Assist with recording (in PowerSchool) medications administered, illnesses and injuries.
- 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](tel:5173193031) or msavage@waverlyk12.net.