



Manistee Area
PUBLIC SCHOOLS
Chips Lead!

550 Maple St, Manistee, MI 49660
(231) 723-3521 • Fax (231) 398-2021

Ron Stoneman, Superintendent
Howard Vaas, Business Manager
maps.manistee.org

DATE: July 22, 2022

POSITION: **Part Time Bookkeeper / Secretary**
Manistee Area Public Schools Central Office

REPORTS TO: Business Manager

JOB DESCRIPTION:

PRIMARY RESPONSIBILITIES

- Assist with all aspects of payroll, accounts payable and accounts receivable.
- Normal clerical duties such as answering the phone, filing and greeting guests.
- Cross-train with other Central Office staff.

QUALIFICATIONS:

- Associates Degree in accounting, business administration or finance and three years of experience in payroll and/or general accounting processes and procedures (combinations of education and experience will be considered).
- Ability to work independently and cooperatively as a team member.
- Ability to work accurately, organize, plan, and meet deadlines.
- Experience handling confidential information with discretion.
- Demonstrated proficiency with computers, Google Docs, and Microsoft Office.
- Excellent communication skills, both verbal and written.
- Excellent organizational skills, including record maintenance and filing.
- Strong analytical and mathematical aptitude.

WORK SCHEDULE: 3 days a week (which days to be determined), 8 hours per day, year round

SALARY/BENEFITS:

- Commensurate with experience and education
- Benefits include Michigan Public School Employee Retirement System and paid time off

APPLICATION:

Interested candidates are requested to submit electronically a Letter of Interest and Resume to:

Sara Schubert
sschubert@manistee.org

Applications are being accepted until August 4th, 2022 at 3 pm.

DISTRICT POLICY: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*



SUPPORT STAFF APPLICATION FORM

POSITION APPLYING FOR **DATE OF APPLICATION**

NAME: _____

MAILING ADDRESS: Number / Street / Road **Apt. # or P.O. Box**

City **State** **ZIP CODE**

Home Telephone # **Cell Phone #** **Email Address**

ARE YOU PRESENTLY EMPLOYED? _____ **PRESENT/LAST SALARY** _____
(hrly/wkly/yrly)

ARE YOU A U.S. CITIZEN? _____ **YES** _____ **NO**

CURRENT EMPLOYER: _____

ADDRESS/CURRENT EMPLOYER: _____

CONTACT PERSON: _____ **PHONE #:** _____

MAY YOUR PRESENT EMPLOYER BE CONTACTED? Yes No

WHEN WOULD YOU BE AVAILABLE FOR A PERSONAL INTERVIEW? _____

WORK EXPERIENCE:

Name/Address of Employer	Supervisor's Name & Phone Number	OK to contact? (yes/no)	Nature of Work	Employment Dates From - To	Reason for Leaving

EDUCATION AND PROFESSIONAL TRAINING:

List High Schools, Colleges/ Technology School &/or Universities Attended	Location	Years Attended or Graduated & Degrees Received	Area of Study

ARE YOU PRESENTLY WORKING TOWARD A HIGHER DEGREE? ____ YES ____ NO
IF "YES," WHAT IS YOUR EXPECTED COMPLETION DATE AND DEGREE EXPECTED? _____

CHARACTER REFERENCES:

NAME	POSITION TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS

EXPERIENCE WORKING WITH STUDENTS: List experiences you have had working with young people, i.e., scout work, summer camps, etc.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO
IF "YES," INDICATE THE TYPE OF CONVICTION, DATE, AND COURT WHERE THE CONVICTION OCCURRED:

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR (excluding a minor traffic offense)? ____ YES ____ NO (Note: Conviction record will not necessarily be a bar to employment.)

I hereby consent that any former or current employer, whether named in this application or not, may release all employment records of the applicant to the District. I also consent to a physical and drug test as part of the screening process. I understand I must undergo a Criminal History Record Check.

I hereby authorize the District to inquire and verify any information contained on this application for employment, and the District shall not be liable for any damages which may result from such inquiry or verification. I understand that making any misleading or untruthful statement on this application may result in my dismissal. If accepted for employment, I understand that this application will become a permanent part of my personnel records.

I further agree to comply with all rules, regulations, and policies of Manistee Area Public Schools and agree that my employment status is "at will" and, thus, I may be terminated for cause or no cause at any time, and I may terminate my employment at any time for any reason. Upon my termination, I authorize the release of reference information regarding my work history with Manistee Area Public Schools."

Signature (Full Name)

Date

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

The Leading Edge: MAPS Points of Pride

- > PowerLearning 1:1 MacBook & iPad Program for all students
- > Apple Distinguished Schools (Kennedy Elementary & Manistee Middle/High School)
- > Data Driven Instruction: NWEA, DRA2+, QRI, & Authentic Literacy Writings
- > High Quality & Ongoing Professional Development and Coaching & Peer Visits/Instructional Rounds
- > Guaranteed and Viable Curriculum Resources - Collaborative Classrooms Making Meaning and Being a Writer, Adolescent Critical Readers Intervention (ACRI), Bridges Math, Math Recovery/AVMR, and Inquiry-based Science (Seeds of Science/Roots Of Reading)
- > New Teacher Mentor Programs for 5 Years
- > Competitive Pay Scale & Benefit Package
- > After School Opportunities: Coaching & Tutoring
- > MAPS CareConnect behavioral health programming, SafeNet, on-site Child & Adolescent Health Center, and SEL curriculum K-12
- > Shared Vision of High Expectations to Increase Student Achievement
- > Safe and Orderly School Environment
- > Highest Achievement Scores in the County
- > Commitment to Low Class Sizes (ranges from 22-28)
- > Award Winning Athletic and Band Programs
- > Advanced Placement, Career & Technical Education, & Dual Enrollment opportunities at MMHS
- > Strong parent/teacher partnership (ATP) and MMHS Boosters supporting learning trips & community enrichment
- > High quality professional development, coaching, and professional learning communities

Chips are ON **TRACK** | *Our Culture*

As Manistee Chippewas we are all leaders in our own way. Chips Lead at school, with friends, in the community by developing healthy relationships, using responsible decision-making and respectful communication.

T | TRUSTWORTHY – Chips are reliable, honest, and dependable

R | RESPECTFUL – Chips are considerate of the beliefs and opinions of others

A | ACCEPTING – Chips welcome diversity without judgment

C | COOPERATIVE – Chips work together towards common goals

K | KIND – Chips are thoughtful, helpful, and appreciative

“**TRACK**” is the Manistee Area Public Schools global, district-wide, leaders platform that all educators, staff and students follow throughout their Chippewa Journey. This initiative is connected to course curriculum, extra curricular programs, disciplinary procedures, and internal culture.



Our Mission

Chips lead by providing an inclusive, high-quality, diverse educational environment that inspires and fulfills the goals of all learners at every stage of their journey.



Manistee Area PUBLIC SCHOOLS

Welcome to Manistee Area Public Schools (MAPS) - Home of the Manistee Chippewas. Each and every day, the students, staff and families aim to be leaders in our school and community. By making positive choices, striving toward personal goals, and supporting each other, we can all make a difference in the world around us.

As leaders, we inspire each other to dream more, learn more, and do more.

Chips Lead!

We Believe

IN OUR 6 GUIDING PRINCIPLES

- #1** We believe all students can learn.
- #2** Working together enables us to attain our desired outcomes.
- #3** We are committed to an atmosphere of mutual respect and trust.
- #4** We focus on goals that drive achievement.
- #5** All decisions we make are based upon impact to effect learning.
- #6** We believe that all students belong to all of us.



Leaders Wanted : chipslead.org/employment-opportunities