



MANISTEE AREA PUBLIC SCHOOLS
525 12th Street
Manistee, MI 49660
231.723.3521 - manistee-mariners.org

POSTING

March 6, 2026

POSITION: **Building Secretary** at Manistee Early Childhood Center
School Term Position, 180 to 200 days per year, according to the school calendar, job placement and work load, 8 hours per day

SUMMARY: Reports to the building administrator. Performs a wide variety of secretarial support services to facilitate the efficient operation of the office and to support the administrator while maintaining confidentiality regarding students, parents, finances, and staff. Perform a variety of clerical and secretarial functions in the processing of students and their records. Receives school district constituencies and other visitors and answers and directs incoming telephone calls.

PRIMARY DUTIES:

- Highly organized and efficient professional who is passionate about supporting students, teachers, and parents
- Treat all building stakeholders with kindness and respect
- Support all office functions in a fast-paced environment
- Answer incoming phone calls
- Skilled in word processing and spreadsheet creation/management
- Assist in recording and managing student attendance
- Dispense student medication according to District policy
- Monitor building visitors
- Assist teachers and students with their needs
- Help facilitate Fire/Tornado/Lockdown Drills
- Be knowledgeable of MAPS Board Policies and other school related federal and state laws such as Family Education Right to Privacy Act ("FERPA")
- Additional duties as assigned by supervisor

PAY/BENEFITS: Per Contract, starting at \$19.05/hour, health insurance, state retirement, PTO

EXPIRATION DATE: March 20th, 2026 at 3pm

TO APPLY: Internal: Letter of Interest
External: Letter of Interest, Resume', Current Teaching Certificate, Transcripts, and Three (3) Letters of Reference from Supervisors

Submit electronically to:

Sara Schubert
Manistee Area Public Schools Board Office
sschubert@manistee.org

***District Policy:** The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*