



550 Maple St, Manistee, MI 49660
(231) 723-3521 • Fax (231) 398-2021
Ron Stoneman, Superintendent
Howard Vaas, Business Manager
maps.manistee.org

POSTING

(Internal/External; 10-day)
May 9, 2023

POSITION: **ONE (1) SCHOOL SECRETARY - Jefferson Elementary**

HOURS: 8 hours per day, school term

QUALIFICATIONS: Skilled in customer service, ability to keep timely records and detailed schedules, proficiency with electronic communications and record keeping systems, ability to be flexible with a variety of staff, parent and student needs.

RECOMMENDED: Prior experience in clerical setting, ability to learn web-based applications, and familiarity with educational setting.

SALARY & BENEFITS: According to clerical contract.

POSTING EXPIRATION: **May 22, 2023 at 3pm**

APPLICATION:

Internal: Submit an electronic copy of letter of interest.

External: Complete application and submit with letter of interest.

Sara Schubert
MAPS Board Office
sschubert@manistee.org

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

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.