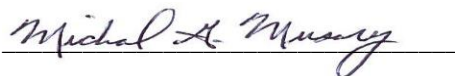


VACANCY NOTICE

May 2, 2023

POSITION: Macomb Academy of Arts & Sciences (MA²S)/ACE Secretary**DEADLINE:** May 12, 2023 (or until filled)**APPLY TO:** Send letter of interest and resume to:Superintendent's Office, Armada Area Schools, 74500 Burk Street,
Armada, MI 48005; Facsimile 586-784-4268; or email:
ttomayko@armadaschools.org*District employees must also submit a letter of interest and resume and an in-district employee application form (available at school offices).***SALARY:** Per Master Agreement Between Board and Armada Area Schools Secretaries Association**WORK SCHEDULE:** Per HS secretary work schedule—40 hours per week and teacher work days plus 30 days.**QUALIFICATIONS:** Secretarial skills should include a thorough knowledge of computer applications (including spreadsheet, word processing, PowerSchool, and database software), AS400, accounting procedures, general office machines; a positive, cooperative attitude when dealing with staff and community, plus any alternatives to the above as deemed necessary.**REPORTS TO:** Director of MA²S/ACE**JOB GOAL:** To create a professional yet friendly office environment; to work cooperatively with the staff to complete reports and correspondence in an accurate and timely manner; and to establish an effective rapport with staff and community.**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for clerical support, bookkeeping, and financial process to the MA²S, and ACE High School.
2. Order supplies and equipment.
3. Input student record information in PowerSchool.
4. Prepare fee statements.
5. Maintain student schedules.
6. Maintain confidentiality at all times.
7. Develop and maintain organized, efficient, office procedures.
8. Provide assistance to high school office staff and head secretary when necessary.
9. Constantly strive for professional improvement by attending workshops, seminars, classes, or clinics.
10. Be knowledgeable of district and building policies and procedures.
11. Maintain a positive attitude at all times when dealing with parents, staff, parents, and community.
12. Maintain accurate budget documents, including all internal accounts
13. Prepare correspondence as directed by the administrator.
14. Any and all other duties as assigned by the administrator.

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.Michael G. Musary, Ed. Sp.
Superintendent of Schools