

**Internal/External
Montague Area Public Schools
Job Posting**

Title:	Part Time Counseling Secretary (5 hours)	Date of Posting:	May 11, 2011
Building:	Montague High School	Application Deadline:	May 20, 2011
Contact Person:	Kevin Kruger, High School Principal		

	Teacher Application	Hourly Employees Only	
<u> </u> X <u> </u>	Hourly Employee Application		
<u> </u>	Schedule B	Work Year	<u>School Year</u>
<u> </u>	Contracted Employee	Pay Rate	<u>\$9.78 per hour</u>
		Work Week	<u>May vary depending on the time of year</u>

Minimum Qualifications:

1. No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities, or that would prevent regular attendance
2. Possession of a high school diploma or its equivalent
3. Proficiency in MS Word and Excel, and the MAISD Student (CIMS) system
4. Rapid and highly efficient keyboard skills
5. Well developed interpersonal skills
6. Able to communicate positively and effectively with staff and students
7. Knowledge of Pupil Accounting rules and HSDS
8. Record of regular attendance.
9. Submit to and pay for a pre-employment Criminal History Check.

Preferred Qualifications:

1. Post high school training in secretarial skills or word processing or computer operations
2. Type 45 words per minute.
3. Two years successful experience as a secretary
4. First Aid training
5. Knowledge of TSDL, Pinnacle and Tyler Munis

For an application and job description, interested candidates should contact:

Kevin Kruger, Principal
Montague High School
4900 Stanton Blvd.
Montague, MI 49437
(231) 894-2661

The District has adopted the policies of Title IX regarding sex discrimination and Montague Area Public Schools is listed as an equal opportunity employer