



**Odyssey MS/HS
Alternative Education
Shepherd Public Schools**

3441 S. Wise Rd, Mt. Pleasant, MI 48858
Phone: (989) 773-9473 Fax: (989) 779-0429
Michael Evans - Director



TO: All Employees

FROM: Greg McMillian, Superintendent

RE: S2 Secretary Vacancy - Odyssey

DATE: 1/29/2021

The following vacancy is being posted for the 2020-21 school year. Any interested parties may obtain an application from Central Office, 258 W. Wright, Shepherd, MI or should e-mail, USPS mail or hand-deliver a cover letter and resume to: Michael Evans, Director, Odyssey MS/HS, 3441 S. Wise Rd., Mt. Pleasant, MI 48858

VACANCY

1 position- S2 Secretary

Monday through Thursday 8:00 AM –2:30 PM and Friday 8:00 AM – 2:00 PM
(29.5 Hours/Week)

Experience with trauma informed practices, working with at risk youth, knowledge of current alternative education, data collection and reporting, record keeping, computer learning software and/or project-based learning preferred.

Duties may vary, so flexibility is a must. Lifting of 30 lbs. or more is sometimes required. First Aid/CPR training is a benefit as well as SRC/RTC training.

The above position requires a high school diploma or equivalent.

Filing Deadline: February 12,2021

PLEASE POST