

May 26, 2023

**NOTICE OF VACANCY**

**2022-2023 School Year**

Lake City Area Schools has posted the following opening:

**Administrative Assistant (Middle and High School) & Athletic Coordinator**

Lake City Area Schools is seeking the best candidate to join our committed team in supporting the delivery of dynamic and innovative educational and athletic programs for our 6-12 grade students and families. This leader will assist the Principal and Director of Athletics in all that is included in the continual development of a positive school culture – in which high expectations for academic and athletic programs are an integral foundation.

This individual needs to be highly articulate in best practices surrounding the support of teaching and learning, as well as having a deep understanding of best practices in educational athletics. Lake City Area Schools is looking for a team player who demonstrates not only passion and commitment to learning, but who is committed to assisting leadership as they work in the development of a team of teachers who are able to collectively and collaboratively make a difference in the lives of students and families.

**Education/Certification:** Bachelor's Degree preferred or equivalent experience

**Special Knowledge/Skills:**

- Thorough understanding of school operations – at the detailed level – pupil accounting, student information systems, learning management systems, etc...
- Strong organizational, communication, and interpersonal skills
- Working knowledge of learning and educational athletics
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to coordinate athletic programs

**Experience:** Administrative Assistant Experience Preferred.

Please submit letter of interest and resume to: Jessica VanderBrook, Principal, Lake City Middle & High Schools PO Box 900 Lake City, MI 49651. Or send electronically to: [jvanderbrook@lakecitytrojans.org](mailto:jvanderbrook@lakecitytrojans.org)

**Deadline – June 9, 2023**