



ALMA PUBLIC SCHOOLS

Job Posting

POSITION: Executive Assistant

LOCATION: Central Office

REPORTS TO: Superintendent

REQUIRED QUALIFICATIONS:

- High school graduate
- High proficiency in Google, Word, Excel and Power School preferred
- Excellent office management skills
- Experience as an executive assistant in business or education is highly desirable
- Meet requirements for background check and fingerprinting.

Job Requirements, Knowledge, and Skills:

A successful candidate will possess:

- Successful experience working in an office setting
- Excellent verbal and written communication skills
- Flexibility to perform a broad variety of tasks simultaneously in an organized, timely and efficient manner
- Experience working as part of a collaborative team
- A high level of proficiency in the use of technology and computer applications

A successful candidate will be able to:

- Relate to and communicate with superintendent, all district staff, board members, parents, students and community members
- Maintain a positive and professional work environment
- Work Collaboratively with superintendent, building principals, directors, and Central Office staff
- Maintain a high level of confidentiality

WORK SCHEDULE: Year round position – 7:30 a.m. – 4:00 p.m. Attendance at all evening Board of Education meetings required

COMPENSATION: \$19.66-21.63 an hour (based on experience) – Full Benefit Package

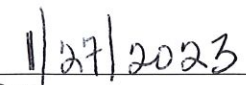
BEGINNING DATE: ASAP

APPLICATION: Please send all application materials to: Stacey Criner, Superintendent, Alma Public Schools, 1500 North Pine Avenue, Alma, MI 48801 or email materials to scriner@almaschools.net

DATE OF POSTING: 01/27/23

DEADLINE DATE: 02/09/23


Stacey Lubarda-Criner, Superintendent


Date

ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER