



# NOTICE OF VACANCY

AU GRES-SIMS SCHOOL DISTRICT  
310 S. Court Street, P.O. Box 648  
Au Gres, Michigan 48703

*Au Gres-Sims is looking for a new teacher to join our family. We are in search of a gifted educator that is enthusiastic, energetic, and excited about the learning experience and is eager to become a part of something bigger than themselves. At AGS we encourage collaboration and creativity in our classrooms. We are looking for adaptable and flexible teachers that enjoy and embrace the challenge of developing the thinking of all students.*

## THE AU GRES-SIMS SCHOOL DISTRICT IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION:

- POSITION:** **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT, TIER 2**  
Leadership support position with expectation of relevant education and professional development growth
- DUTIES:**
- Responsible for providing executive level support to the Superintendent, Business Services Director, and Board of Education
  - District-level State reporting
  - Grant writing
  - Professional communications
  - GSRP and exchange student services
  - Human resource and business office duties
  - Other duties as assigned
- WORKING CONDITIONS:**
- 52-week, 260-day employee, July 1-June 30
  - 8 hour work day Monday through Friday (not including Board of Education meeting duties)
  - During summer, 10 hour work day Monday through Thursday as determined by the Superintendent
- QUALIFICATIONS:**
- Possess a growth mindset and charismatic disposition
  - Ability to maintain composure in a high stress environment and present a positive, professional attitude at all times
  - Ability to exhibit leadership initiative and maintain substantial workload utilizing strategic planning
  - Ability to maintain utmost confidentiality
  - Highly motivated and able to work independently
  - Possess strong interpersonal staff and public relations skills
  - Possess outstanding organizational skills and ability to multi-task and mono-task as the situation demands to meet deadlines
  - Pays keen attention to detail and produces highly accurate work
  - Ability to research and remain informed of legal and educational issues

It is the policy of the Au Gres-Sims Board of Education not to discriminate on the basis of race, color, religion, age, national origin, sex, disability, marital status, genetic information or any other reason prohibited by law in its employment, educational programs, and activities. Anyone believing they have been discriminated against should contact the Equal Employment Opportunity (EEO) Coordinator, Christopher Ming, Superintendent. Compliance matters relating to Section 504 and Title IX should be submitted to Chad Zeien or Jennifer Socha at Au Gres-Sims School District, 310 Court St., Au Gres, MI 48703 (989-876-7157).



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- Ability to work within databases and problem solve processes
- Exemplary proficiency in use of English language, including grammar, spelling, and writing
- Proficient in use of technology and various software
- School/business/central office experience preferred
- Human resources experience preferred
- High School diploma required (Associate's degree or higher preferred)

**START DATE:**

- As soon as possible
- In-person training available for a July start date

**COMPENSATION:**

- Salary position with fringe benefits including medical and ancillary benefits
- Salary commensurate with experience, starting \$38,500 - \$40,000

**APPLICATION MATERIALS:**

- Cover letter of application and interest in Au Gres-Sims
- Resume that includes educational and experience background
- (3) Letters of References - must be from non-family members and written within the last 3 years

**APPLICATION PROCEDURE:**

Apply via email by sending all application materials to: [jobs@ags-schools.org](mailto:jobs@ags-schools.org)

**APPLICATION DEADLINE:**

July 7, 2023, 12pm  
1st round interviews to be scheduled the week of July 10-14.

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## ABOUT THE AU GRES-SIMS SCHOOL DISTRICT

The Au Gres-Sims School District is a small, rural district that sits on the shores of Lake Huron, in Arenac County. Located less than an hour's drive north of Bay City and Saginaw, AGS is close to the conveniences of the large, suburban areas while still retaining the intimate tight-knit community values of a small town. The district encompasses a large land area and is a nature-lover's dream with miles of pristine shoreline and plenty of privacy. Our close connection with the surrounding area is evident in our place-based education program.

Clustered on one campus, school employees form long-lasting and powerful relationships with one another as well as with our families and the community. Au Gres-Sims boasts a full K-12 one-to-one implementation, small class sizes, and an award winning band program. The district has recently completed a large bond project that truly gives it a jewel school feel for a destination district. Au Gres-Sims is a great place to live, work, and raise a family.

<http://ags-schools.org>



**Culture and Symbolism of Au Gres-Sims**



**Why You Should Work at Au Gres-Sims**

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