NOTICE OF VACANCY
OSCODA AREA SCHOOLS

December 11, 2018

The Oscoda Area Schools announces the following vacancy: ***Full-Time Secretary***

Position: **Full-Time Secretary - Oscoda High School**
8 hours per day, 45 weeks per year

Effective Date: **TBD**

Salary: **Per O.S.A. Master Agreement**

Duties:

General High School Duties: (Reports to High School Principal and Assistant Principal)
* Meet and receive the public, students, and staff
* Input and retrieval of computer data, including spreadsheets and desktop publishing
* Compose and send routine communications and reports
* Maintain office records and files relating to building & program operations
* Run report cards
* Prepare and send out transcripts
* Accounting for all high school clubs/groups
* Prepare purchase orders and order supplies and materials
* Other duties as assigned for the successful operation of the building

Athletic Duties: (Reports to Athletic Director)
* Clerical duties relating to athletics
* Track and process required student athlete forms
* Assist Athletic Director in hiring of sports officials and send contracts to sports officials
* Enter data into MES software program and Arbiter program
* Prepare sports programs and schedules
* Secure workers for all athletic competitions
* Prepare cash boxes for all athletic competitions, track and deposit all athletic game receipts
* Maintain student eligibility lists
* Prepare end of season awards for all sports teams
* Other duties as assigned by the Athletic Director

Required Qualifications:
* High School Graduate or G.E.D.
* General office skills including demonstrated proficiency with computers
* Ability to work with the public, students, and staff
* Ability to compose routine correspondence
* Use of professional ethics and ability to maintain confidentiality

Questions: Questions should be directed to OHS Principal Terence Allison at (989) 739-9121.

Applications: All interested applicants must submit a ***letter of interest***, ***resume, and list of references*** plus any other supportive materials for review and consideration to:

Susan Barnhart, District General Manager
Board of Education Office
Oscoda Area Schools (989) 739-2033
3550 East River Road, P.O. Box 694 (989) 739-2325 Fax
Oscoda, Michigan 48750

Only applicants submitting information requested to above address will be considered.

Application Deadline: **Monday, January 7, 2019**

OSCODA AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

In compliance with Title VI, Title IX, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1999, it is the policy of the Oscoda Area Schools that no person shall, on the basis of race, color, religion, national origin, sex, age, disability, height, weight, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.