

COVERT PUBLIC SCHOOLS  
35323 M-140 HIGHWAY  
COVERT, MICHIGAN 49043

Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurture innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

Title: Main Office Bilingual Assistant

Reports To: Main Office Manager

Salary: \$15.00 per hour

Employment Status: Full Time

**Job Duties:**

- Excellent written and verbal communication skills in English and Spanish.
- Provide administrative support to the building principals and school staff
- Ensure that the school operates in a consistently organized manner every day
- Act as liaison between the community, the school and other internal and external stakeholders
- Coordinate appropriate documents for communication with the central office
- Maintain all recordkeeping for students and staff
- Maintain student and staff confidentiality in all circumstances
- Track attendance and absences; use reporting software and generate reports for internal and external use
- Use common computer hardware and software with facility and under pressure
- Perform data entry
- Prepare and process accounts payable documentation

- Coordinate internal and external meetings, appointments, events, workshops, seminars and special events
- Process student registration information
- Audit student and staff files for compliance with state standards
- Maintain records with a high degree of accuracy
- Perform general office duties such as answering telephone inquiries, filing, mail, spreadsheets, and journal entries on a daily basis
- Strong communication, interpersonal and organizational skills
- Ability to work with minimal direct supervision
- Provide services for teachers, administrators and students like typing, proofreading, editing, processing daily mail
- Compose and typeset correspondence and newsletters
- Maintain the integrity of information systems, databases, and office files
- Prepare and circulate curriculum documents
- Attending meetings; recording and distributing minutes
- Reconcile accounts
- Work as part of a team
- Work with frequent interruptions
- Order, receive, and maintain needed supplies and materials for the school
- Answer telephone calls; return calls and messages in a professional and timely manner
- Respond to e-mails in a professional and timely manner
- Keep informed of and comply with all state and school policies and regulations concerning primary functions
- Communicate professionally and productively, and collaboratively work with all levels of employees, outside agencies, and the general public
- Utilize technology skills to create reports, presentations, and correspondence
- Communicate with director, staff, and parents in a tactful and professional manner while maintaining confidentiality
- Demonstrate behavior that is professional, ethical, and responsible
- Demonstrates regular and prompt attendance
- Complete other duties as assigned

## **POSITION QUALIFICATIONS**

Accountability - Ability to accept responsibility and account for his/her actions.

Accuracy - Ability to perform work accurately and thoroughly.

Detail Oriented - Ability to pay attention to the minute details of a project or task.

Organized - Possessing the trait of being organized or following a systematic method of performing a task.

Reliability - The trait of being dependable and trustworthy with demonstrated outstanding attendance record.

Responsible - Ability to be held accountable or answerable for one's conduct.

Safety Awareness - Ability to identify and correct conditions that affect employee safety.

Customer Focused - Ability to take care of the customers' needs while following District's procedures.

Friendly - Ability to exhibit a cheerful demeanor toward others and accept and model the Capturing Kids Hearts Social Contract that is currently in place.

Diversity Oriented - Ability to work effectively with all people regardless of their age, gender, race, ethnicity, religion, or job type.

Certifications: If not currently certified must be willing to obtain certifications in MSBO.

Education: High School Graduate or General Education Degree (GED).

### **All Interested Persons Please Submit Resume To:**

Covert Public Schools

Attn: Mr. Darryl K. Williams, [williamsd@covertps.org](mailto:williamsd@covertps.org)

35323 M-140 Highway

Covert, MI 49043

[www.covertps.org](http://www.covertps.org)

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Posting End Date: Until Filled