



Johannesburg-Lewiston Area Schools

10854 M-32 • JOHANNESBURG, MI 49751 • (989) 732-1773 • FAX: (989) 732-6556

Notice of Vacancy

Internal/External Posting

August 7, 2017 (Updated 7/9/2017)

- Position:** Johannesburg K-8 Secretary
(per the JLESPA contract)
- Qualifications:** Highly organized, motivated, outgoing and professional individual who can work effectively with elementary students, parents, and staff. Must be flexible, have good communication skills, and be able to work with others in a fast-paced office. Must have strong computer skills and be able to do multiple tasks at the same time. Experience in working with confidential information is required. Prior experience with state reporting and student information systems preferred.
- Job Description:** Responsibilities may include but are not limited to:
- Public relations – in person/over the telephone
 - Written/Verbal correspondence
 - Preparation/assistance with various reports
 - Office management
 - Handle/manage confidential information
 - Work closely with the principal
 - Bookkeeping
 - Other duties as directed by the principal
- Deadline:** Tuesday, August 15, 2017 @ noon

Interested candidates should submit a letter of interest and resume to:

Katy Xenakis-Makowski, Superintendent
Johannesburg-Lewiston Schools
10854 E. M-32
Johannesburg, MI 49751

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