

Stanton Township Public Schools

Position Opening Internal/External Posting

- Title: School/Administrative Secretary
- Qualifications:
- Excellent organizational and communication skills
 - Proficiency in using, or ability to quickly learn, PowerSchool and other office software, including but not limited to Microsoft Word, Excel, Google, and BoardDocs
 - Ability to recognize and maintain confidentiality involving student and personnel records
 - Friendly, approachable, helpful, and courteous to all
- Salary: Dependent on experience and other qualifications
- Benefits: Health, dental, and vision
- Length: Full-time/year-round
- Starting date: Immediate
- Deadline for Applications: December 6, 2022
- Apply to: Christopher Rebman
Stanton Township Public Schools
50870 Holman School Road
Atlantic Mine, MI 49905
(906) 482-2797
Email: crebman@stpsd.us
- Include in the application:
- Letter of interest
 - Resume
 - Professional reference(s)
 - Letter(s) of recommendation