

INTERNAL VACANCY

October 22, 2025

POSITION: Elementary Secretary

DEADLINE: October 31, 2025 (or until filled)

APPLY TO: *Non-District employees must submit a letter of interest and resume to Superintendent's Office, Armada Area Schools, 74500 Burk Street, Armada, MI 48005; Facsimile 586-784-2112; or email: ttomayko@armadaschools.org*

District employees must complete an in-district employee application form (available at school offices) or a letter of interest and updated resume(preferred).

SALARY: Per Secretaries Association Master Agreement

START DATE: Specific date to be determined

SCHEDULE: 8 hours/day

RESPONSIBILITIES: Secretarial skills should include a thorough knowledge of computer applications (including spreadsheet, word processing, Power School, and database software), accounting procedures, general office machines; a positive, cooperative attitude when dealing with staff and community, plus any alternatives to the above as deemed necessary.

REPORTS TO: Elementary School Principal

PERFORMANCE RESPONSIBILITIES:

1. Prepare correspondence as directed by the administrator.
2. Assist other secretaries as needed.
3. Maintain confidentiality at all times.
5. Be knowledgeable of district and building policies and procedures
6. Any and all other duties as assigned by the administrator

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.



Michael G. Musary, Ed. S.
Superintendent of Schools