

INTERNAL/EXTERNAL POSTING

POSTING DATE: October 21, 2025
POSITION: **1.0 ATTENDANCE SECRETARY**
Clawson High School and Middle School
HOURS: 8 hours per day / 40 hours per week
[All teacher days plus 20 additional days]
REPORTS TO: Building Principals
STARTING DATE: ASAP
SALARY: As appropriate in accordance with the secretarial salary schedule in the Clawson Office and Support Personnel MEA/NEA Contract

Qualifications

- Possess High School Diploma or equivalent; Associates Degree preferred
- Minimum one year of school secretary related experience
- Preference given to candidates with previous secretarial experience or post high school education
- Demonstrated knowledge of school district pupil accounting/attendance practices preferred
- Knowledge of MiStar Student Information System
- Demonstrated knowledge and skill in Microsoft program applications (Excel, Word, Google, AESOP, Sungard), the internet, and the willingness to learn new systems
- Strong analytical skills and attention to detail
- Exceptional communication, organizational, prioritization, attention to detail, and problem-solving skills
- Demonstrated proficiency in the use of Adobe Suite, Office Suite, and other office technology systems
- Accurate keyboarding skills
- Ability to balance and prioritize the daily multiple demands of the position
- Outstanding reading, writing, editing, and proofreading skills
- Excellent employment and attendance record
- Ability to recognize problem areas and ability to seek and provide solutions to increase efficiency
- Demonstrated qualities of loyalty and appreciation for confidentiality in relationships with the supervisor and the organization
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence

- Skills to promote good relations with students, staff, parents, and community
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Demonstrated ability to operate a personal computer including but not limited to district management, word processing, spreadsheet software, and web-based applications
- Ability to develop effective working relationships with students, staff, parents, and the school community
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Must be a positive representative for Clawson Public Schools
- Must be able to establish and maintain a professional office atmosphere
- Successful completion of testing administered

Job Duties and Responsibilities

- Serve as the secretary for the high school and middle school Attendance offices
- Assist with all student medical emergency plans, the distribution of medication, attendance lines, attendance data using MiStar, and assist with the pupil accounting process
- Maintain strict confidentiality in dealing with all records and school business
- Maintain all daily student attendance records including, taking attendance calls, creating attendance reports, communicating with parents, and coordination with teachers and staff regarding attendance-related issues
- Provide backup and assistance to main office secretary as necessary, including assistance to visitors, parents, students, and staff
- Assist with various student issues including, but not limited to, detention lists relating to attendance
- Assist with student health concerns, including maintaining student clinic with necessary supplies, calls home, medications, and health alerts relating to all students
- Prepare, type, copy, distribute, file records/reports, correspondence, mailings, etc. related to attendance
- Develop and maintain an updated job-specific handbook
- Maintain accurate student attendance and high school/middle school pupil accounting
- Assist with monitoring of lunch detention
- Assist with the dispensing of student medications
- Make certain timely replies are made to parents, students, and staff
- Manage the following for the Attendance Office:
 - Handle student needs
 - Maintain student attendance records
 - Publish individual student reports/daily reports

- Track student absences
- Responsible for the following:
- Correspondence
- Data input
- Truancy letters
- File Health Department reports
- Other duties as may be assigned by the building administration

Physical Demands

Posture and Movement

- Sitting and standing: Spending extended periods in a seated position at a desk while using a computer is a core requirement. However, some roles may also require alternating between sitting and standing, or standing for brief periods.
- Walking: The job may involve occasionally walking around the office to retrieve or deliver items, make copies, or move from one work location to another.
- Reaching: Secretarial work involves frequent reaching with hands and arms to use office equipment and retrieve files.
- Bending, stooping, and kneeling: These movements are occasionally necessary to access items in low-level filing cabinets or pick up dropped objects.

Fine Motor Skills

- Typing and data entry: The job requires repetitive use of wrists, hands, and fingers for keyboarding and using a mouse.
- Handling: The ability to handle, feel, and manipulate small objects and controls, like pens, staplers, and phones.
- Writing and grasping: Writing notes and using a firm grip to carry items like binders or files are common tasks.

Strength and Lifting

- Light lifting: Many secretarial roles require the occasional ability to lift and carry light objects, typically up to 10 or 25 pounds, such as boxes of paper or files.
- Pushing and pulling: This is required for opening and closing file cabinet drawers, as well as moving office chairs.

Vision and Hearing

- Visual acuity: Good close vision is necessary for reading and analyzing documents, viewing a computer monitor, and performing other detailed work.
- Hearing and speaking: The ability to exchange information and communicate effectively with co-workers and the public by telephone and in person is an essential part of the job.

Additional Requirements

- Coordination: Strong eye-hand coordination is needed for accurate data entry and other computer tasks.
- Travel: For some positions, physical demands may include occasional travel to offsite meetings or events.

Application Procedure – INTERNAL:

An internal candidate is considered to be an employee covered under the **Clawson Office and Support Personnel** bargaining unit. Please submit a letter of interest to Melanie.Post@clawsonschools.org by October 28, 2025, 4:00 PM.

Application Procedure – EXTERNAL:

Clawson is a member of the **Oakland Human Resources Consortium**. Please apply via <https://www.oakland.k12.mi.us/careers>

DEADLINE: Until filled

Clawson is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.

Affirmative Action/Equal Opportunity Employer

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will take affirmative action to ensure that applicants are employed and promoted without regard to their race, religion, color, handicap, sex, national origin, age, height, weight, or marital status.

The Superintendent has been designated to handle inquiries regarding the nondiscrimination policies.