



OFFICE OF HUMAN RESOURCES

101 PHILLIPS AVENUE
CLAWSON, MI 48017

WWW.CLAWSONSCHOOLS.ORG

INTERNAL/EXTERNAL POSTING

POSTING DATE: December 3, 2025
POSITION: 1.0 CENTRAL ENROLLMENT SECRETARY
Central Office at Clawson High School
HOURS: 8 hours per day / 40 hours per week / 260 days per year
REPORTS TO: Superintendent
STARTING DATE: January 5, 2026, to be agreed upon during the hiring process
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
- Knowledge of RedRover employee absence management system
- Demonstrated knowledge and skill in Microsoft Office and Google Office applications, 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
- Accurate keyboarding skills
- Ability to balance and prioritize the daily multiple demands of the position
- Excellent employment and attendance record
- Ability to recognize problem areas and ability to seek and provide solutions to increase efficiency
- Demonstrated ability to maintain confidentiality in working relationships with the administration and staff
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- 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
- 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, including excellent reading, editing, and proofreading skills
- 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 District competency test

Job Duties and Responsibilities

- Enroll and exit all students grades Pre-K through 12; prepare enrollment documents on website; send record releases to previous schools for CA-60's; notify special education department of incoming special education students; set up and maintain annual registration online
- Manage the School of Choice and Student Release processes for the district
- Maintain the district Education Entity Master (EEM)
- Liaison for the MISTAR student information system; enter, exit, and update information for students, attend meetings, and train new users
- Process Food Service applications; import direct certification files from the State of Michigan to MISTAR; complete the Food Service Verification process
- Process applications for the Child and Adult Care Food Program in collaboration with GSRP and food service
- McKinney-Vento liaison for Homeless/Foster Care Students; work closely with building administrators, special education, food service, parent liaisons, and other departments as needed
- Calculate days and hours of instruction in coordination with the district calendar for all buildings
- Responsible for the pupil accounting data submission and verification of student count information; prepare the district pupil accounting packets; submit files electronically to MSDS; prepare schools for audits; create and submit Days and Clock hour reports, district planning reports, and calendars; provide training to school staff on pupil accounting procedures
- Work with administrators and other departments to ensure compliance with all state mandates and procedures
- Attend training and remain current on all procedures and rules related to pupil accounting
- Prepare student data records for timely and accurate submission of the Federal Civil Rights Data Collection (CRDC)
- Support the district in following guidelines for retention of records
- Process timesheets and reconcile EduStaff invoices for substitute staff; collaborate with athletics and EduStaff for coaches
- System administrator for the Red Rover employee absence system; create and update employee accounts; verify substitute jobs weekly
- Identify students for state assessments
- Responsible for CTEIS reporting, Graduation Dropout report, and the School Messenger system
- Responsible for Federal and State reporting including, but not limited to, the Civil Rights Data Collection, 31A – At Risk Students, 35A - DK-3 reading, Supplemental Nutrition, and TSDL
- Ensure all data submissions comply with the guidelines in the Pupil Accounting Manual (PAM) and other relevant state regulations
- Maintain a job-specific handbook
- Other duties as may be assigned

Essential Physical Functions

- In-person, daily attendance
- Sitting for extended periods while working at a computer or desk

- Significant fine finger dexterity and repetitive movement of hands/wrists for computer use, typing, and data entry
- Manual filing, stooping, kneeling, and crouching to manage documentation and retrieve files from various storage locations
- Pushing and pulling for opening and closing file cabinet drawers, as well as moving office chairs.
- Good close vision necessary for reading and analyzing documents, viewing a computer monitor, and performing other detailed work
- Strong eye-hand coordination needed for accurate data entry and other computer tasks
- Communicating verbally and hearing effectively to interact with staff, students, and parents by telephone and in person
- Occasional lifting/moving of objects, typically weighing up to 15 to 25 pounds, such as supplies, equipment, or files
- Standing and walking occasionally to move within the office, deliver items, or greet visitors
- 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 December 10, 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/ohrc>

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.