

Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0451 · FAX (906) 487-9764

Website: <http://www.hpts.us>

Board of Education

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An Equal Opportunity Employer

NOTICE OF VACANCY

The Houghton-Portage Township School District is seeking qualified applicants for the following position

High School Secretary – Full Time (9 months)

Opportunity for future 12 month employment

Qualifications:

1. Previous Secretarial/Office Experience
2. College Degree/College Coursework in Business Studies (preferred)
3. Experience with PowerSchool & MSDS State Reporting
4. Experience working with High School age students
5. Ability to work in a fast paced environment
6. Strong communication skills

Performance Responsibilities:

1. General office duties: answer phones, communicate with parents, etc.
2. Document student attendance
3. State Reporting
4. Administer first-aid as necessary
5. Organize/maintain student files
6. Comfortable with computers and computer software (PowerSchool, Microsoft Office).

Interested applicants must submit references, resume, and a letter of interest to:

Cole Klein, Principal
Houghton-Portage Twp. High School
1603 Gundlach Road
Houghton, MI 49931

Deadline: September 21, 2018

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, including employment opportunities. Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0451.

September 14, 2018

“Your public school system; there is no better place to learn.”