

# 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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## Superintendent

Doreen L. Klingbeil

*An Equal Opportunity Employer*

## NOTICE OF VACANCY

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

### **Elementary School Secretary (25 hours per week)**

#### Qualifications:

1. Previous Secretarial/Office Experience
2. College Degree/College Coursework in Business Studies (preferred)
3. Experience with Elementary-age Children

#### Performance Responsibilities:

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

Interested applicants should submit a letter of interest to:

Anders Hill, Principal  
Houghton-Portage Twp. Elementary School  
203 W. Jacker Avenue  
Houghton, MI 49931

Deadline: September 12, 2017

It is the policy of the Houghton-Portage Township Schools that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight or height shall be discriminated against in employment, educational programs, or admissions. 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.

August 31, 2017

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