
VACANCY NOTICE

Marysville Public Schools is accepting applications for the 2023-24 school year.

Gardens Elementary School Office Clerk

.75 FTE – Level II

Qualifications:

- High school diploma or equivalent required, Associate's degree preferred
- Strong public relations, organizational and project management skills
- Proficient in Microsoft Word, Excel, Access, Skyward (student database), and Google Docs
- Strong clerical and data entry skills
- Ability to work independently and follow established practices
- Regular and consistent attendance

Duties and Responsibilities:

- Answer the telephone
- Assist multiple students, staff and parents
- Provide confidential clerical assistance to Elementary Principal
- Day-to-day operational tasks of office management
- Skyward (or relevant student database system) data entry & management
- Additional duties as outlined in job description

Interested and qualified persons should apply in writing or via email by sending a resume and an application to:

Andrea Glynn, Assistant Superintendent
Marysville Public Schools District
495 E. Huron Blvd.
Marysville, MI 48040
aglynn@marysvilleschools.us

Applications are available online at www.marysvilleschools.us
https://www.marysville.k12.mi.us/downloads/district_forms/general_app.pdf.pdf

Posted: November 27, 2023

Deadline: Until Filled

The Board of Education of the Marysville Public Schools District complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and the Michigan State Department of Education. It is the policy of the Marysville Board of Education that no person on the basis of sex, race, color, religion, national origin or ancestry, age, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education. All new hires are subject to an employment entrance physical exam including drug and alcohol testing and fingerprinting background checks with law enforcement agencies, and unprofessional conduct checks from previous employer(s). Additionally, new hires are subject to Board policies as they relate to nepotism.

MISSION

"Personalize learning for every student through rigor, relevance and relationships."