

# HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST

November 24, 2025

## AFFILIATE INTERNAL POSTING

POSITION: Administrative Assistant to the High School Principal (52-week position)

BUILDING: Hartland High School

POSTING PERIOD: November 24 – December 2, 2025, at 2:00 pm

EFFECTIVE DATE: December 15, 2025

HOURS: 8 hours per day (6:45 am until 2:45 pm)

BARGAINING UNIT: Hartland Affiliate Association

WAGE: Affiliate Salary Schedule for 52-week Secretary

DUTIES: See attached job description.

APPLY TO: Interest in the position and a current resume must be emailed to:  
Anna Kulas Rosenthal at [annakulasrosenthal@hartlandschools.us](mailto:annakulasrosenthal@hartlandschools.us)  
before 2 p.m. on Tuesday, December 2, 2025

Any applicant must pass the affiliate testing at the 52-week level, as well as additional testing required by the district.

(HS Admin Assistant to Principal)

*It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.*

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**JOB DESCRIPTION**

**TITLE:** **Administrative Assistant to the High School Principal (52-week)**

**QUALIFICATIONS:**

1. High school diploma.
2. Proficiency in word processing / data entry.
3. Must pass the affiliate test at the 52-week level, as well as additional required testing.
4. Computer knowledge/experience, including Google Docs, Google Sheets, Word, Excel, MiSTAR, Smart, Internet, email, etc.
5. Working knowledge of basic office procedures
6. Bookkeeping - debits, credits, budgets, etc.
7. Ability to greet people, work with faculty, clerical staff, and medical staff
8. Proficient in using various types of office machines, such as, but not limited to: scanner, copier, laminator

**REPORTS TO:** Building Principal

**PERFORMANCE GOAL:** Provide a well-organized, smoothly run office

**DUTIES AND RESPONSIBILITIES:**

1. Provide administrative support such as managing the principal's calendar, scheduling appointments and meetings, screen phone calls and visitors, sort mail, and handle correspondence.
2. Maintain confidential records and files for students and school operations, both manually and electronically. Handle sensitive information with discretion.
3. Process and input data as necessary.
4. Manage High School budget, including district and building accounts, processing purchase orders, monitoring expenditures, maintaining budget control sheets as necessary.
5. Manage supply inventory and maintenance/operation of office equipment.
6. Administer medication and minor first-aid.
7. Maintain staff emergency contact list.
8. Manage and reconcile substitute teachers and staff absences.
9. Assist with Back-to-School registration (emergency contact forms, etc.), maintain registration documents for all classes and update Catapult for website registration.
10. Maintain graduation records and diploma information including gathering correct names for graduation diplomas and providing that information to the necessary parties.
11. Maintain the school calendar, including fundraisers, events, etc.
12. Assist with event planning and preparation.
13. Perform other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year schedule to be in accordance with the HAA Agreement with the Board of Education of the Hartland Consolidated Schools.

**EVALUATION:** In accordance with the HAA Agreement with the Board of Education of the Hartland Consolidated Schools