

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST
August 11, 2025

AFFILIATE INTERNAL POSTING

POSITION: Secretary I

BUILDING: Legacy High School / Hartland Virtual Academy

POSTING PERIOD: August 11 – 15, 2025

EFFECTIVE DATE: Immediately upon being filled

HOURS: 8 hours per day (8:00 am until 4:00 pm)

BARGAINING UNIT: Hartland Affiliate Association

QUALIFICATIONS: See attached job description. Any applicant must have passed the current affiliate testing at the secretary I or central office level.

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
before 2 p.m. on Friday, August 15, 2025

(Sec I Legacy HVA)

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: **SECRETARY I**

QUALIFICATIONS:

1. High school diploma.
2. Proficiency in word processing.
2. Must have passed the current affiliate test at the Secretary I or Central Office level.
3. Computer knowledge/experience, including Google Docs, Google Sheets, Word, Excel, Smart, Internet, email, etc.
4. Working knowledge of basic office procedures
5. Bookkeeping-debits, credits, budgets, etc.
6. Ability to greet people, work with faculty, supervise clerical staff and office aides
7. Proficient in using various types of office machines, such as, but not limited to: scanner/copier, postage meter

REPORTS TO: Building Principal

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

DUTIES AND RESPONSIBILITIES:

1. Prepare correspondence, etc.
2. Maintain office and student files
3. Act as receptionist
4. Process and input data as necessary
5. Maintain activity accounts as necessary
6. Maintain budget control sheets as necessary
7. Inventory and order/distribute supplies
8. Prepare online forms for substitute employees for submission to the payroll department
9. In the absence of an office paraprofessional, the secretary may be required to perform those responsibilities
10. Operate computer equipment efficiently
11. Administer medication and minor first-aid
12. Perform other related duties as assigned
13. Central Office positions require additional duties and qualifications to include, but not limited to: Microsoft Publisher, Power Point, Paint, Adobe

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