

HARTLAND CONSOLIDATED SCHOOLS

PLEASE POST

July 6, 2026

AFFILIATE EXTERNAL POSTING

POSITION: Secretary – 52 Weeks

BUILDING: Central Office

POSTING PERIOD: July 6, 2026, until filled

EFFECTIVE DATE: August 31, 2026

HOURS: 8 hours per day
6:30 am until 2:30 pm on student days
8:00 am until 4:00 pm on non-student days

BARGAINING UNIT: Hartland Affiliate Association

QUALIFICATIONS: This position will require the passing of all applicable testing as determined by the district

WAGE: \$20.52 per hour which is Step 1 on Affiliate Salary Schedule for the 52 week secretary assignment.

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

(Ext CO 52 weeks)

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: **Central Office Secretary (52-week)**

QUALIFICATIONS:

1. High school diploma
2. Proficiency in word processing / data entry
2. Must have passed current required affiliate testing at Central Office level and pass additional testing determined by the district
3. Computer knowledge/experience, including Google Docs, Google Sheets, Word, Excel, Smart, Internet, email, etc.
4. Working knowledge of basic office procedures
5. Ability to greet people, work with faculty, clerical staff, and medical staff
6. Proficient in using various types of office machines, such as, but not limited to scanner, copier, postage meter
7. Experience with SMART, Red Rover, MiSTAR software preferred
8. Have or acquire and maintain a Notary Public certification

REPORTS TO: Assistant Superintendent of Personnel and Student Services.

PERFORMANCE GOAL: Maintain a well-organized lobby for Central Office, provide a seamless registration/enrollment process for all new HCS students/parents.

DUTIES AND RESPONSIBILITIES:

1. Act as receptionist
2. Answer incoming telephone calls and route to proper recipient
3. Monitor doorbell / security cameras
4. Maintain aesthetics of lobby and workroom, including coffee station, microwave, toaster, and refrigerator
5. Maintain stocking of copy paper in workroom and filling copiers with paper
6. Act as District Registrar, enrolling all new HCS students, including Kindergarten and School of Choice enrollment (allowing HCS to have one point of entry for all enrollments)
7. Distribute new student welcome communication to all new enrollees when entry is complete and share information with designated building level secretary for scheduling placement or counselor enrollment meetings (Example: High School Counseling Secretary)
8. Distribute, collect, and tabulate new family enrollment survey between September 15 and October 1 each year
9. Establish and maintain a process with building level secretaries to be notified of student drops, send, and collect exit survey data to determine reasons for leaving the district (building personnel will facilitate drops and record transfers)
10. Manage district-wide staff attendance in all systems utilized for this purpose (Red Rover and SMART), including data entry and the responsibility of July 1st rollover
11. Manage district-wide substitutes, beginning at 6:30am and throughout the day, while communicating with designated building level secretaries

12. Assist Personnel and Student Services department in organizing, marketing, and attending Kindergarten Orientation each year
13. Complete work permits for students and send copies to the appropriate building level secretaries
14. Act as Notary Public
15. Perform other duties as assigned (which may require periodic job description updates)

WORK HOURS: 8 hours per day, year-round, as follows:
6:30am - 2:30pm on student days
8:00am - 4:00pm on non-student days

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

5/15/2025