

**BLISSFIELD COMMUNITY SCHOOLS
NOTICE OF POSITION VACANCY**

POSTING DATE: July 14, 2025

POSITION TITLE: Elementary Administrative Assistant

APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

- Minimal: High school diploma (Degree from post-secondary institution is desired)
- Experience with bookkeeping and record keeping (E-Finance)
- Ability to utilize technology in the workplace (Microsoft & Google)
- Highly organized and able to multi-task
- Good public relation skills
- Good communication, positive attitude, organization and problem-solving skills

PERFORMANCE RESPONSIBILITIES:

- Data entry and record keeping (purchase orders, school activity accounts, state and federal programs, Infinite Campus)
- Attendance and grading procedures and record keeping
- Preparation of reports (immunization records, student count) and newsletters, parent/teacher/media communications)
- Maintain appropriate inventory of office and classroom supplies and materials
- Professional presentation to the public
- Keen awareness of responsibilities for confidentiality and professionalism
- Administer medications to students as needed
- All other duties as assigned by building principal

TERMS OF EMPLOYMENT:

- 205 days per year (prior to school start and after school year ends)
- 7 ½ hours per day
- Pay range begins at \$17.00 per hour based on experience and credentials
- Benefits include retirement, health insurance and leave days

APPLICATION PROCEDURE:

- Persons interested in this position should submit electronically a letter of interest, resume, collegiate transcripts, list of references and letters of recommendation to:

Mrs. Linda Mueller, Elementary Principal

lmueller@blissfieldschools.us