



Kenowa Hills Public Schools **Education inspired.**

VACANCY NOTICE

(An Equal Opportunity Employer)

POSITION: Central Office Support Assistant

LOCATION: Kenowa Hills Administration Building

RATE OF PAY: \$13.37 - \$17.35

Qualifications

- Ability to create training materials & provide technical support to groups or individuals.
- Excellent computer skills & the ability to learn new software.
- The ability to work under a stressful environment.
- Must be self-driven with the demonstrated organization, work routines, prioritization & meet deadlines.
- Effective verbal & written communicator with students, staff & parents.
- Hold a valid current driver's license. Possess reliable vehicle transportation.

Responsibilities

- Run the District Copy Center.
- Handle paper & envelop orders for the district and buildings.
- Schedule & book various groups for district's facilities.
- Create purchases order for Operations & Technology Departments.
- Organize purchase records & receipts.
- Manage the districts internal & external mail.
- Handle incoming phone calls for Operations & Technology Departments & direct them as needed.
- Organize/Manage the District warehouse & building supply orders.
- Review & check State Reporting Data related to pupil count.
- Review, monitor & edit the District website.
- Manage the door access system & deploy keycards.
- Distribute work orders to maintenance staff.
- Track utility uses and report out to various providers.
- Order and handle supplies for the Administration Building.
- Other duties as assigned.

PHYSICAL REQUIREMENTS: Though it is not to be construed as an exhaustive statement of duties, responsibilities, or requirements of a Central Office Support Assistant, the general content of and requirements for the performance are noted below:

- Must be able to bend, squat, and sit on the floor in working with students.
- Must be able to stand for long periods.
- Must be able to work on a ladder.
- Ability to work in an environment where the noise level is generally moderate, but can be high at times and temperatures are varied.
- Must be able to lift 50 pounds



Kenowa Hills Public Schools **Education inspired.**

Note to New Employees: Pursuant to PA 131, the selected candidate must receive clearance from the Michigan State Police Department prior to the offer of employment. The candidate is responsible for the background check fee.

APPLICATION PROCEDURE: Submit a letter of interest, resume, three letters of recommendation and an Official Transcript or certifications no later than 1 PM, Wednesday, March 7th, 2018 to:

Email: business@khps.org Fax: (616) 784-7960
Mail: Kenowa Hills Public Schools
Attn: John Gilchrist
Director of Finance & Support Staff HR
2325 Four Mile Rd NW
Grand Rapids, MI 49544

POSTED: 2/21/2018 REMOVE: 3/7/18 after 1 PM

Notice of Non-Discrimination It is the policy of the Kenowa Hills Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status be excluded from participation in, be denied the benefits of or be subjected to discrimination during any program or activity or in employment. The following person has been designated to handle inquiries regarding nondiscrimination policies: Assistant Superintendent for Administrative Services, 2325 Four Mile Road NW, Grand Rapids, Michigan 49544, Phone 616-784-2511.