

**BLISSFIELD COMMUNITY SCHOOLS
NOTICE OF POSITION VACANCY**

POSTING DATE: February 20, 2024
POSITION TITLE: Elementary School Office Aide (clerical) for 2024-2025 School Year+
DEADLINE: Until Filled

QUALIFICATIONS

- Minimally – High school diploma (degree from a post-secondary institution is desired)
- Experience with record keeping
- Ability to utilize technology in the workplace
- Highly organized and able to multitask
- Good public relations skills
- Good communication, positive attitude, organization and problem solving skills

RESPONSIBILITIES

- Data entry and record keeping (state and federal programs, etc.)
- Attendance record keeping
- Preparation of reports (immunization records, etc.) and newsletters, parent/teacher/media communications
- Process all new student registrations and ensure the acquisition of proper documents in a thorough and efficient manner
- Create, file, and process CA60 files in accordance with state requirements
- Track and monitor all fundraising initiatives and activities exclusively for grades 3-5, ensuring accurate documentation and comprehensive records of funds raised
- Professional presentation to the public
- Keen awareness of responsibilities for confidentiality and professionalism
- Administer medications to students
- Any other tasks as assigned by the building principal

TERMS OF EMPLOYMENT

- 7 hours per day when students are in session (180 days per year)

APPLICATION PROCEDURE

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

Linda Mueller, Principal
Blissfield Elementary School
lmueller@blissfieldschools.us

Blissfield Community Schools has a total enrollment of approximately 1250 students. The elementary building has 30+ faculty members and an enrollment of approximately 500 students. Blissfield is located 30 minutes northwest of Toledo, Ohio and 15 minutes southeast of Adrian, Michigan.