



Holton Public Schools Notice of Intent to Employ

Posting Date

December 22, 2025

Position

Elementary Secretary (7.5 hours)

Qualifications

- High School Diploma
- Word processing abilities - Ability to pass a typing test at 60 words per minute.
- Technology literate - demonstrated skills with Microsoft Word, Excel, Absence Management/Red Rover, PowerSchool, and PowerPoint. Ability to take documents and ideas to prepare presentations.
- Familiarity with Google Drive software, including Docs, Sheets, and Forms.
- Experience preferred or secretarial training and/or two years successful experience as a secretary.
- Equipment and process skills relative to typing, operating an office computer, reproducing, other materials used in the instructional setting.
- Ability to communicate clearly and concisely, both orally and in writing, using proper grammar.
- Work organization skills relative to the secretarial tasks of maintaining an orderly school office.
- Ability to maintain self-control and complete tasks with frequent interruptions.
- Job task and worker supervision skills required to assist and monitor office aides.
- Record keeping and reporting skills relative to attendance, money collecting, placing and receiving orders, discipline and student performance, and setting appointments.
- Interpersonal skills relative to attending and responding politely and appropriately to students, staff, and the public. Excellent public relation skills, including courteousness, tact, and good verbal communications. Grooming and dress must be neat and in good taste.

- Dependability skills as evidenced by taking responsibility for work assignments, being on the job, and initiative in reporting problems and seeking solutions.
- Confidentiality – Maintain respect at all times for confidential information.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Language skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.
- Mathematical skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Reasoning ability- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Physical ability - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or pushes up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.
- Work Environment- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

Reports To

Elementary Principal

Essential Functions

- Word process and file correspondence for the principal and others.
- Ability to regularly use technology to improve efficiency with the school.

- Serves as a receptionist. Represents the school system to the public in a positive way. Is a good public relations person for the school system. Promote a positive culture in the office and throughout the building.
- Manage social media accounts and websites for the building, be a positive representative for HPS.
- Records attendance, completes child accounting forms, and maintains miscellaneous records and files.
- Enrolls new students and requests appropriate information.
- Distributes medication per policy.
- Provides first aid as needed.
- Understand school security and be able to execute emergency procedures.
- Organizes and maintains a business-like environment.
- Makes and receives phone calls, takes messages and routes calls.
- Maintains school records/files and bookkeeping functions of school accounting.
- Responsible for incoming and outgoing mail.
- Greets visitors; answers questions, assists with resolving student problems.
- Orientates substitute teachers and maintains records.
- Processes attendance/payroll of staff.
- Schedules use of building and meetings.
- Strong organizational skills to plan school sponsored events, including Awards Ceremonies, Parent Teacher Conferences and other elementary events.
- Attends Open Houses and Parent Teacher Conferences.
- Orders, processes, and maintains office materials and equipment, handles purchase orders and requisitions.
- Serves as confidential secretary to the principal.
- Operates office equipment.
- Completes all state forms as required.
- Completes all ISD forms as required.
- To enhance professional growth, the employee will attend in-service training as stipulated.
- Performs duties in accordance with H.E.S.P.A Contract.
- Other duties as assigned.

Starting Date

January 5, 2026

Hours

Monday - Friday from 8:30 AM - 4:30 PM (7.5 hours scheduled daily)

Salary

As per the current wage schedule contained within the Holton Education Support Personnel Association's master agreement.

Application Deadline

Friday, January 9, 2026 at 3:30 PM

Application Instructions

Please provide a letter of interest, current resume, copies of transcripts, any other credentials, and letters of reference to:

Dr. Adam Bayne, Superintendent
Holton Public Schools
6500 4th Street
Holton, MI 49425

Approved by Dr. Adam Bayne, Superintendent on December 22, 2025.