



CHELSEA
SCHOOL DISTRICT

Internal/External Posting
2020-2021

Position: Administrative Assistant to Principal
Location: South Meadows Elementary
Work Days: 208 days per year (August through June)
Hours: 8 hours per day/40 hours per week
Compensation: Range: \$20,268 - \$30,668 annually; benefits are available with this position

Preferred Qualifications:

- Excellent interpersonal skills
- Excellent oral and written communication skills including strong editing skills
- Contributing member on a team
- High level of motivation, enthusiasm and organizational abilities
- Strong data entry skills
- Strong word processing including Google Docs, Microsoft Office, and PowerSchool experience
- Functional knowledge of the pupil accounting process
- Ability to manage multiple office responsibilities
- Experience with budgeting, purchase orders, and fund accounting
- Able to prioritize, self-directed
- Strong analytical skills, with high attention to detail

Apply by logging on to www.applitrack.com/WISD/onlineapp . Follow directions as provided on that website.

Inquiries should be addressed to:

Marcus S. Kaemming
Assistant Superintendent of Human Resources
Email: mkaemming@chelsea.k12.mi.us
Date of Posting: December 9, 2020
Application deadline: December 23, 2020, at 3:00 PM