



# **A**DDISON COMMUNITY SCHOOLS

219 Comstock • Addison, MI 49220

## **JOB POSTING**

Classification:	Office Clerk
Location:	Addison Community Schools – Elementary School
Posting Date:	January 10, 2019
Hours Per Week:	8 per day
Anticipated Start Date:	ASAP
Qualifications/ Job Description/ Performance Expectations:	<p>The candidate will work in the elementary office.</p> <p><b>Qualifications/Requirements:</b></p> <ul style="list-style-type: none"><li>• High School Diploma</li><li>• Prefer, but do not require, some post-high school education</li><li>• Great people skills, such as communication and greeting guest</li><li>• Well organized, strong work ethic, positive responsible attitude</li><li>• Ability to work as a member of the team</li><li>• Technology skills; such as Microsoft Word, Publisher and Excel Programs</li><li>• Ability to work well with students</li><li>• Ability to manage student behavior</li><li>• Monitor students for health problems, if assigned.</li></ul>
Method of Application:	Interested and qualified applicants should submit a resume, letter of interest and two letters of reference to the contact listed below.
Contact:	Superintendent Guerra Addison Community Schools 219 N. Comstock Street Addison, MI 49220 517-547-6900
Deadline	Until Filled – Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible.

### **Notice of Nondiscrimination**

The Addison Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, height, weight, religion, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Addison Community Schools, 219 N. Comstock Street, Addison, Michigan 49220 (517)547-6900.