



Kelloggsville High School 4787 S. Division Ave SW (616) 532-1570
54th Street Academy 173 54th Street SW (616) 531-7433
Kelloggsville Middle School 4650 S. Division Ave SE (616) 532-1575
Southeast Kelloggsville Elementary 240 52nd Street SE (616) 532-1590
Central Kelloggsville Elementary 4625 Jefferson Ave SE (616) 532-1580
West Kelloggsville Elementary 4555 Magnolia Ave SW (616) 532-1595
Kelloggsville Virtual School 242 52nd Street SE (616)-532-8449
Kelloggsville Early Childhood Learning Center
977 44th Street SW (616) 532-1585

Elementary Secretary

West Kelloggsville Elementary

Level 3: 40 Hours Per Week - 220 Days Per School Year

Education

- High School Graduate, Associates Degree Preferred
- Bilingual Skills Desired

Qualifications/Training/Skills

- Experienced in a school office setting preferred.
- Possesses a friendly, outgoing personality with the ability to communicate effectively and develop positive relationships with parents, students and staff.
- Organizational skills to include but not limited to; use of school office telephone system, filing and record maintenance, working knowledge in word processing and other application software use of basic office machines.
- Experience with student management systems, preferred, and/or willing and able to learn the district's email and student records systems.
- Excellent customer service and communication skills (verbal and written);
- Ability to adapt in a quickly changing environment.
- High level of organizational skills including a high degree of attention to detail and respect for confidentiality of information.
- Ability to multi-task, manage multiple tasks/projects on an ongoing basis, and work collaboratively with staff, students, and the community.
- Good attendance and punctuality.
- Ability to relate and work effectively with parents, staff, students, and the public in a multicultural and multiracial community.
- Knowledge and awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.
- Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

- Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

Compensation/Working Conditions

- Per Secretarial/Clerical Agreement

Application Process

- Interested internal candidates should email Mr. Eric Alcorn, Assistant Superintendent @ ealcorn@kvilleps.org
- External candidates should apply to AppliTrack @ <https://www.applitrack.com/kent/onlineapp>

We are committed to hiring talented employees to enhance the district's stance and focus on equity and inclusion for all students, employees, parents, and community members of Kelloggsville.

Kelloggsville Public Schools does not discriminate on the basis of race, color, national origin, religion, age, sex (including sexual orientation or transgender identity), disability, marital status, military status, genetic information, or any other legally prohibited basis in its employment decisions or the provision of services.