



**Caro Community Schools**  
301 N. Hooper St  
Caro, MI 48723  
(p)989-673-3160 ~ (f)989-673-6248  
*George Rierson, Superintendent*

## **NOTICE OF VACANCY**

**DATE POSTED:** August 7, 2024

**POSITION:** **Guidance Office Secretary** (10 Month Position)

**LOCATION:** Caro High School

**START DATE:** Immediately

**QUALIFICATIONS:**

1. Rate of pay: Per MESPA Contract to be negotiated
2. Hours to be worked: 8:00 am to 4:00 pm
3. Two years of secretarial experience and/or secretarial courses preferred.
4. Training directly related to school secretaries.
5. Must have a working knowledge of computers along with applications such as Microsoft Word, Excel and Google documents.
6. Must have excellent communication, problem solving, planning and organizational skills.
7. Must be able to accept and carry out varied assignments on own initiative with consistent, systematic approach to the completion of all tasks assigned.
8. Must be able to multi-task and handle stressful situations.
9. Applicants will be required to take a secretarial test in timed typing, proofreading, Microsoft Word & Excel and Math. The test may take up to 1 ½ hours.

**OTHER SKILLS & ABILITIES:**

1. Ability to assume responsibility for supervising students.
2. Ability to develop effective working relationships with students, staff & the school community.

**SEND LETTER OF INTEREST AND RESUME INCLUDING REFERENCES TO:**

Caro Community Schools  
Attn: Kristen Stein  
301 N. Hooper Street  
Caro, MI 48723  
kstein@carok12.org

**DEADLINE:** August 19, 2024