

ALLEGAN PUBLIC SCHOOLS  
550 Fifth Street  
Allegan, MI 49010  
(269) 673-5431

## JOB POSTING/VACANCY

POSTING DATE: July 14, 2010

POSITION TITLE: Secretary - Middle School Counselor's Office - *Class II*  
(*P. Butcher's position*)

QUALIFICATIONS: High school diploma required  
Good Communication Skills  
Willingness to learn and strictly adhere to Board policies  
and State laws regarding student enrollment and  
pupil accounting procedures  
Knowledge of basic computer applications  
Possess a genuine desire to work with students, parents  
and staff

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: Approximately 30 hours per week  
38 weeks

APPLICATION DEADLINE: July 28, 2010

Interested and qualified candidates should send a letter of application and resume to:

**George Mohr, Principal**  
L.E. White Middle School  
3300 West 115<sup>th</sup> Avenue  
Allegan, MI 49010  
269/673-2241

Internal    X    
External    X    
Union Steward    X    
Internet    X  

*The Allegan Public Schools' Board of Education complies with all federal laws and regulations prohibiting the discrimination against, exclusion from participation in, or denial of benefits to any person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap.*