

NOTICE OF PERMANENT VACANT POSITION

Support Personnel

Tuscola Intermediate School District Announces:

Date of Posting: July 15, 2021
*Deadline for Application: July 23, 2021 Or UNTIL FILLED
Starting Date: Immediately

POSITION:	IMMEDIATE SUPERVISOR:
Secretary – HPS (Transportation)	Jeff Kudera, Transportation Director

CLASSIFICATION: Clerical/Secretarial RESPONSIBLE TO: Jeff Kudera, Transportation Director
LOCATION: Highland Pines School RATE OF PAY: As per TIPPA Master Agreement
WORKING YEAR: 200 days per year
(Additional days may be required)
8:00 a.m. – 4:00 p.m.
Monday - Friday

MINIMUM REQUIREMENTS:

- ◆ Possess a high school diploma or general education degree (GED)
- ◆ Completed two years of post-secondary clerical/business training and/or two years of related work experience
- ◆ Demonstrate competency in basic math skills, filing, proofreading, capitalization, spelling and grammar by passing the District's approved employment test with 80% accuracy
- ◆ Ability to complete a keyboarding test with a minimum speed of 40 wpm

*BARGAINING UNIT MEMBERS INTERESTED IN VACANCIES MUST MAKE APPLICATION IN WRITING WITHIN 10 WORKING DAYS FROM THE DATE OF POSTING. IF A CURRENT EMPLOYEE IS APPLYING FOR A POSITION IN A DIFFERENT CLASSIFICATION, IT IS THE EMPLOYEE'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF MINIMUM QUALIFICATIONS AT THE TIME OF APPLICATION. THE EMPLOYER SHALL MAKE KNOWN ITS DECISION AS TO WHICH APPLICANT HAS BEEN SELECTED TO FILL A POSTED POSITION WITHIN 15 WORKDAYS AFTER THE EXPIRATION OF THE POSTING PERIOD.

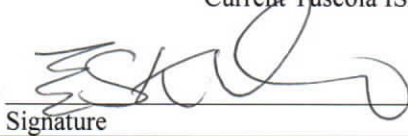
APPLICATION PROCEDURE:

Please forward your cover letter, resume, and completed Support Staff application to:

Amanda Astley, HR
Tuscola Intermediate School District
1385 Cleaver Road
Caro, MI 48723
aastley@tuscolaisd.org

** Current Tuscola ISD employees need only to forward: a cover letter and an updated resume

Posted By:



Signature

7-15-21
Date

For Office Use Only

PLEASE POST: TTC-2, HPS-2, TISD Admin Bldg., REMC, Pioneer Work & Learn

Other: _____

COPIES TO: TIPPA President, TIEA President, Supt., Asst. Supt., Summer TIPPA Members (if applicable),
TIPPA Members on Layoff (if applicable)

Other: _____

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.