



<b>Job Title</b>	Admin Assistant to the Superintendent	<b>Job Category</b>	Non-Union
<b>Location</b>	Business Office	<b>Job Vacancy #</b>	AA-1-25/26
<b>Level/Salary Range</b>	Step 1 of 10: \$44,796	<b>Time</b>	52 weeks 8:00 am – 4:30 pm
<b>Date Posted</b>	February 5, 2026	<b>Posting Expires</b>	February 18, 2026 or until filled
<b>Application Methods (select one)</b>			
<b>Email:</b> <a href="mailto:yoho@owosso.k12.mi.us">yoho@owosso.k12.mi.us</a>	<b>Online:</b> <a href="https://www.owosso.k12.mi.us/employmentopportunities">https://www.owosso.k12.mi.us/employmentopportunities</a>	<b>Mail:</b> Owosso Public Schools Attn: Carrie Yoho Human Resources Director 645 Alger St P.O. Box 340 Owosso, MI 48867	
<b>Qualifications and Education Requirements</b>			
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>Associate's Degree and advanced secretarial training/experience preferred.</li><li>Excellent written and verbal communication, composition, problem-solving, and interpersonal skills.</li><li>Provides secretarial support to the Superintendent, Director of Curriculum and Instruction, and Board of Education members.</li><li>Ability to attend evening Board of Education meetings and take committee and Board meeting minutes.</li><li>Proficiency in Microsoft Word, Excel, and G Suite tools.</li><li>Demonstrates sound judgement and responsible decision-making.</li><li>Customer service oriented.</li><li>Ability to manage multiple tasks efficiently while remaining flexible.</li><li>Maintains confidentiality and exhibits professionalism at all times.</li><li>Excellent attendance record.</li><li>Ability to attend occasional meetings outside of normal business hours.</li><li>Criminal background check, including fingerprinting, required.</li></ul>			

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### **Primary Responsibilities:**

- Provide secretarial support to the Superintendent, Director of Curriculum and Instruction, and Board of Education members.
- Maintain and manage the Superintendent's calendar, including scheduling appointments and coordinating meetings.
- Screen and prioritize incoming communications (calls, emails, correspondence), handling routine inquiries and redirecting as appropriate.
- Draft, edit, and format communications including letters, reports, memos, and presentations.
- Coordinate logistics for district-level events, meetings, retreats, and trainings.
- Maintain accurate and organized records for Board proceedings, policy updates, evaluations, and official communications.
- Assist with scheduling interviews and coordinating onboarding with HR during staff hiring processes.
- Support district communication efforts, such as newsletters and website updates, as assigned.
- Attend evening Board of Education meetings; take and prepare minutes, and support committee meeting documentation.
- Post public notices for Board of Education meetings in compliance with legal requirements.
- Assemble and distribute Board packets in advance of meetings.
- Manage Board policy updates and ensure timely communication of changes.
- Report monthly District Professional Development Days (DPPD) for all staff.
- Process and track staff conference requests, including making necessary travel and lodging arrangements.
- Attend student discipline hearings; take detailed minutes and draft associated documentation.
- Assist the business office with phone and office coverage and provide general administrative support as needed.
- Perform other duties as assigned by the Superintendent.

*The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.*

*The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Rich Collins, Principal, Owosso Middle School, 765 E. North St., Owosso, MI 48867, (989) 723-3460, [collinsr@owosso.k12.mi.us](mailto:collinsr@owosso.k12.mi.us) or Dr. Catheryn Dwyer, Assistant Superintendent of Curriculum & Instruction, Owosso Public Schools, 645 Alger St., Owosso, MI 48867, (989) 723-8131, [dwyer.c@owosso.k12.mi.us](mailto:dwyer.c@owosso.k12.mi.us). The Section 504 Coordinator is Bridgit Spielman, Principal, Bryant Elementary, 925 Hampton St., Owosso, MI 48867, (989) 723-4355, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us).*

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