



Position: Atherton Virtual Academy (AVA) Secretary  
Location: Atherton Virtual Academy  
Beginning Date: TBD/ASAP

**Qualifications:**

- College degree preferred
- Excellent communication skills, both written and oral
- Organized and strong attention to detail
- Computer Literacy, including the use of Synergy, the Google Suite, and other school data warehouses
- Excellent time management and the ability to manage multiple tasks at once
- Ability to maintain strong confidentiality
- Adaptable to the changing needs of district and school stakeholders
- Approachable and collaborative

**Duties and Responsibilities:**

- Manage the day-to-day operations of the main office at Atherton Virtual Academy, including answering phone calls, scheduling enrollment meetings, monitoring building access to students and school guests
- Input student information into Synergy including student schedules, enrollment, grades, attendance, behaviors, transcripts, and other information deemed necessary by administrators
- Prepare school pupil accounting documents for fall and spring Count Day
- Process school supply orders, including purchase orders and check requests
- Support AVA staff with event planning, including transportation requests
- Maintain accurate, confidential records for all students
- Manage the receipt and distribution of student records.
- Perform additional duties as assigned

**APPLICATION DEADLINE:**

Until filled

**APPLICATION PROCEDURE:**

Interested **internal** candidates must submit a letter of application, resume, and letters of recommendation to:

**Tracy West, Executive Secretary**

**Atherton Community Schools**

**3354 S. Genesee Road**

**Burton, MI 48519**

**Phone: (810) 591-9182**

**Fax: (810) 591-1926**

Interested **external** candidates must apply online at

[www.applitrack.com/gcaps/onlineapp](http://www.applitrack.com/gcaps/onlineapp).

It is the policy of the Atherton Community Schools that no person shall, on the basis of sex, race, color, national origin, age, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.