

# Public Schools of Calumet-Laurium-Keweenaw

CHRISTOPHER M. DAVIDSON  
Superintendent of Schools

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MICHIGAN'S MOST NORTHERN K-12 SCHOOL DISTRICT  
www.clkschools.org

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## ANNOUNCEMENT OF POSITION VACANCY Public Schools of Calumet, Laurium & Keweenaw

**Position:** District Sub Caller & Administrative Assistant II for CLK Elementary School

### Who We Are:

In Calumet, we inspire students to think, learn, care and achieve in a global society. We strive to serve the needs of all learners, while seeking ways for every student to reach their full potential. Our mission is to involve all stakeholders in the educational process. Graduates leave our district as critical and analytical thinkers who understand how to communicate, build relationships, collaborate, advocate, and articulate ideas across multiple platforms. Our highly qualified staff work to develop the leadership skills of all of our students so they may become knowledge-seekers who are responsible citizens that are respectful, empathetic, and conduct themselves with high levels of integrity. We offer personalized learning opportunities where students can grow in a positive learning environment.

### The Role:

Do you have a passion for working with children at a young age? Do you get excited by the opportunity to collaborate with other innovative leaders? At CLK Schools, we focus on structuring innovative learning programs that set a high standard for student learning while building positive relationships with our students. We believe that capturing a child's heart, unlocks their mind to learning. We are looking for a person who has a passion for learning and developing personal relationships. Additionally, we are seeking a person who will lead the continuous development of our youngest students with a focus on social and emotional learning to prepare them for their educational journey. If you are interested in working in a dynamic program to meet the unique needs of students then CLK Schools is the place for you!

### Qualifications:

- Proficient typist
- Knowledge and practical experience regarding computer skills, including Microsoft Office Suite, QuickBooks, and managing databases
- Working knowledge of multiple forms of professional communications
- Dynamic, patient personality that can work with students of all ages and adults
- Creative, outside the box thinker
- Very organized with basic filing knowledge
- Proven ability to work in a fast pace, ever changing environment
- An understanding of how to work in environment dealing with confidential documents and conversations

- General office background including ability to use office machines, answering and managing phone calls and messages, accounting knowledge and business related skills
- Preference to applicants with a background and knowledge of Skyward or other school-based computer programs
- Minimum Education: High School Graduate with additional consideration given to candidates with an Associate Degree or higher

**Responsibilities:**

- Manage, monitor, and report elementary student attendance
- Monitor and manage visitor access to CLK Elementary
- Assist CLK Elementary Administrative Assistant I
- Pupil accounting reporting
- Student data entry in Student Information System (Skyward)
- Cover school nursing duties in the absence of the School Wellness Nurse
- Manage WillSub(ESS) for all district staff absences and sub requests
- Manage district substitute call line
- Ensure all staff absences are properly covered
- Other duties as assigned

**Salary:** According to Elementary Administrative Assistant II Agreement

**Start Date:** September 26, 2023

**Deadline to Apply:** September 20, 2023 at 3:30 PM

**How to Apply:**

Candidates should send letter of interest to:

Christopher M. Davidson, Superintendent  
Public Schools of Calumet, Laurium & Keweenaw  
57070 Mine St  
Calumet, MI 49913  
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**THE PUBLIC SCHOOLS OF CALUMET, LAURIUM, AND KEWEENAW ARE  
EQUAL OPPORTUNITY EMPLOYERS**