

PUBLIC SCHOOLS OF CALUMET-LAURIUM-KEWEENAW
57070 MINE ST.
CALUMET, MI 49913

ANNOUNCEMENT OF POSITION VACANCY

TITLE OF POSITION:	CLK Elementary Administrative Assistant II – 10 month position
GENERAL DESCRIPTION:	District sub caller responsible for managing and scheduling coverage for all staff absences. Co-administrative assistant at CLK Elementary School.
MINIMUM QUALIFICATIONS:	High school diploma or equivalent, with additional consideration given to candidates with an Associate's Degree or higher. Proficient typist with knowledge and practical experience regarding computer skills, including Microsoft Office Suite, QuickBooks, and managing databases Very organized with basic filing knowledge Proven ability to work in a fast paced, 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 Strong communication and people skills.
STARTING DATE:	September 8, 2026
SALARY:	According to the CLK Elementary Administrative Assistant II Agreement
CLOSING DATE:	Until filled
APPLICATION:	Send letter of application or direct any questions to:

Julie Giachino, Principal
CLK Elementary School
Public Schools of Calumet, Laurium & Keweenaw
57070 Mine Street
Calumet, MI 49913
jugiachino@clkschools.org
(906) 337-0311, opt 1, opt 2

The Public Schools of Calumet, Laurium and Keweenaw - an Equal Opportunity Employer -
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