



ADMINISTRATIVE ASSISTANT TO THE COUNSELING OFFICE

Essential Functions and Qualifications:

- Ability to exhibit a calm, professional demeanor with children, community members, parents, and staff
- Ability to display excellent communication, problem-solving, and customer service skills
- Ability to maintain confidentiality in accordance with student privacy laws and applicable district policies
- Willingness and commitment to include equity, social justice, and inclusion in all practices
- Ability to manage several activities at once and prioritize tasks accordingly
- Willingness and ability to be highly productive, detail-oriented, and committed to quality work production
- Ability to work independently and complete tasks in a timely manner
- Ability to accurately interpret and apply state and school regulations and protocols as it pertains to student attendance and pupil accounting standards, health and safety procedures, and other reporting requirements as assigned
- Proficiency in Microsoft Word, Excel, and Google G-Suite (Drive, Docs, Calendar, Gmail, etc.)
- Ability to learn new software systems, including the district student information management system, and optimize processes and procedures related to each software tool to ensure accurate and timely completion of job responsibilities
- Knowledge of basic first aid procedures or willing to be trained (i.e. CPR and student medication administration, etc.)
- Comprehensive knowledge of English grammar, punctuation, spelling, arithmetic, proofreading, and editing
- Effective and accurate typing (speed 55 wpm)
- Excellent telephone etiquette
- Excellent attendance record
- Two years experience in a similar setting (preferred)

Testing:

- All candidates may be required to take skills tests to demonstrate proficiency in the above listed skill areas

Location: East Grand Rapids High School

Rate: Per the Support Staff Contract, Administrative Assistant Classification, Category I

Hours: 7:00 a.m. to 3:30 p.m., Monday through Friday

Start Date: August 2025

Contact: Interested applicants should apply at: <http://www.applitrack.com/kent/onlineapp>

Deadline: Until Filled

East Grand Rapids Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504. Any person believing that the East Grand Rapids Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Carlye Allen and Jason Hoogenstyn, the local Coordinators at the following address: 2915 Hall Street, Grand Rapids, MI 49506. Phone (616) 235-3535.

Note to New Employees: Pursuant to PA 131, the selected candidate must receive clearance from the Michigan Department of State Police prior to the offer of employment. The candidate is responsible for the background check and drug screen fee; however, these fees will be reimbursed upon satisfactory results.



District Profile

East Grand Rapids Public Schools (EGRPS) is located in beautiful West Michigan. Our community surrounds two lakes (Fisk & Reeds), and is only a short distance (2-3 miles) from downtown Grand Rapids and 40 minutes from Lake Michigan.

EGRPS is a mid-size school district with approximately 2,900 K-12 students across three elementary schools, one middle school, and one high school. At the District Office, early childhood education and before- and after-school care are provided to our youngest learners. Due to our size, we pride ourselves on building strong community relationships and being able to know every student by name. East families are active partners in the education of their children and we are honored to be able to serve their children alongside them.

Points of Pride

- District-wide commitment with a focus on supporting the whole child (our Strategic Plan may be found [here](#))
- Long-standing tradition of strong academic excellence
- Strong community and parent support of teachers, faculty, and school programs
- Comprehensive athletic programs (33 sport offerings) and co-curricular programs including K-12 theatre and robotics programs
- International Baccalaureate Diploma Programme
- 13 Advanced Placement courses
- Graduation rate six-year average above 99%
- Continuous engagement and collaboration utilizing staff and student voice in order to inform and improve the quality of our teaching and learning priorities and environment
- Commitment to equity, social justice, and inclusion in all practices
- K-8 implementation of aligned social emotional learning curriculum resources
- Systemic, sustainable, and intentional district-wide implementation of Restorative Practices
- Industry partnerships and internships with local businesses to provide authentic learning that enriches students' experiences
- Partnership with the [East Grand Rapids Schools Foundation](#) which provides over \$555K each year to support, enrich and extend our student and staff learning opportunities
- [Woodcliff Early Childhood Center](#) at our District Office which provides preschool and before and after care
- [School of Choice and Tuition Enrollment Program](#)