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## ANNOUNCEMENT OF VACANCY

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, seeks a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, deeply understand best practices for teaching and learning, and engage all students in the learning process. Work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning, and is highly supported by its families and community!

<b>POSITION:</b>	Administrative Assistant – Elementary Summer School Support (1 position or possibly 2 positions)
<b>LOCATION:</b>	Donley and if needed Red Cedar Elementary Schools
<b>SALARY:</b>	Current contracted rate of pay
<b>WORK YEAR:</b>	June 10 thru July 25 M, T, W, TH 9:00 AM to 1:00 PM (Off the week of July 1)
<b>START DATE:</b>	June 10, 2024
<b>REPORTS TO:</b>	Summer School Administrator(s)
<b>APPLICATION DEADLINE:</b>	March 22, 2024

**GENERAL SUMMARY:** Under the direct supervision of the Assistant Superintendent, and in accordance with the established policies and procedures of the East Lansing Public School District, the Summer School Administrative Assistant provides secretarial and administrative support to the summer school Administrators and parents. The person in this position also assists students with physical and administrative needs.

**DUTIES AND RESPONSIBILITIES:**

1. Provides all necessary secretarial duties to help support a well-run elementary summer school program.
2. Supports summer school administrator with registration, placement, office supervision, family communication, student, teacher and para support, transportation, materials, curriculum, special projects, data collecting, drop off and pick up, lunch program and other duties assigned.

**EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED:**

1. Currently in an administrative assistant role for the school district.

**TO APPLY:**

Please submit a letter of interest to: Glenn Mitcham (glenn.mitcham@elps.us) by 5:00 PM, March 14, 2024.



**East Lansing**  
Public Schools

## Human Resources Department

Rulesha Glover-Payne, M.Ed.,  
Chief Human Resources Officer & Title IX Coordinator

Aileen Hecht,  
Administrative Assistant

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### Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne  
Chief Human Resources Officer and Title IX Coordinator  
East Lansing Public Schools  
509 Burcham Drive  
East Lansing, Michigan 48823