

Come Join Our Team!

POSITION:	Administrative Assistant
LOCATION:	Donley Elementary
SALARY:	Current contracted rate of pay
WORK YEAR:	Summer 2025
START DATE:	June 9th-26 th Monday-Thursday 8:45 AM-1:15PM No School on June 19, 2024.
REPORTS TO:	Summer Program Administrator
APPLICATION DEADLINE:	April 18, 2025

General Summary

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.

About the Role

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.

About Us

Why Join ELPS

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking 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, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come 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!



- ✓ Commitment to creating a positive learning experience for all students
- ✓ Diverse education community
- ✓ Competitive compensation and benefits
- ✓ Collaborative and supportive environment
- ✓ Robust professional development opportunities

How To Apply

Please submit a letter of interest to: Glenn Mitcham (glenn.mitcham@elps.us) by 5:00 PM, April 18, 2025.

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