

WATERFORD SCHOOL DISTRICT

Positions Open

Title: Guest Secretary

Qualifications: High School Diploma
Knowledge of Microsoft Word
Punctual, Flexible

Location: All Buildings

Responsibilities: Secretarial skills

Salary: \$10.44

Fingerprinting is required.
Fees: Fingerprinting: \$50
ID Badge: \$10

Method of Application:

Please apply on the Waterford School District's website at www.waterford.k12.mi.us and select the tab "Employment". Please be sure to complete the Criminal Conviction form as part of the application process.

Statement of Non-Discrimination

In compliance with Federal Regulations, the Waterford School District does not discriminate on the basis of race, creed, gender, national origin or non-disqualifying handicaps.