

AFSCME POSTING

NOTICE OF JOB VACANCY- NICE Community School District

Applications for the following vacancies will be accepted during the period of **5/31/16 through 06/06/2016**. Application blanks may be obtained from your building Principal or Superintendent.

Only those submitted before 8:00 AM on **06/07/2016** will be considered.

<u>Position:</u>	Secretary
<u>Hours:</u>	8 Hours Per Day / 5 Days Per Week
<u>Responsibilities:</u>	Per Job Descriptions
<u>Rate:</u>	As per contract

Superintendent's Signature: Bryan DeAugustine Posted: 05/31/2016

cc: All Building Administrators/Secretaries . To Post
AFSCME Chairperson
All AFSCME Employees (summer . mail)
Payroll
Finance

NOTES: It is possible that you may be asked to participate in a training session for the position. Hours are subject to change. Any applicant not in the current posted classification would be required to pass a test for consideration.

Teacher Aide Title Vacancies Only:

Any applicant employed by the district in any AFSCME capacity prior to the January 8, 2002 date, had until January 8, 2006 to meet one of the requirements below:

- A) *pass a State-approved test for paraprofessional highly qualified determination. At present the two approved tests are the ACT WorkKeys and the MTTC-Michigan Test of Teacher Certification of Basic Skills*
- B) *demonstrate evidence of completion of at least 2 years of study at an institute of higher learning*
- C) *demonstrate evidence of having obtained an associate's degree (or higher)*

The district does not discriminate on the basis of race, color, national origin, sex or handicap.