



# NICE Community Schools

300 Westwood Drive  
Ishpeming, MI 49849  
(906) 485-1021



## AFSCME POSTING NOTICE OF JOB VACANCY – NICE Community School District

Applications for the following vacancies will be accepted during the period of **04/23/2026 through 04/29/2026**.  
Application blanks may be obtained from your building Principal or Superintendent.

Only those submitted before 8:00 AM on **04/30/2026** will be considered.

<b><u>Position:</u></b>	<b>Secretary (12-month position)</b>
<b><u>Hours:</u></b>	8 hours/day
<b><u>Responsibilities:</u></b>	Per Job Descriptions
<b><u>Rate:</u></b>	<b>As per contract</b>

Superintendent's Signature: Bryan DeAugustine Posted: 04/23/2026

cc: All Building Administrators/Secretaries – To Post  
AFSCME Chairperson, Payroll, All AFSCME Employees (summer mailing)

**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.**