WHITEHALL DISTRICT SCHOOLS
541 E. Slocum St.
Whitehall, MI 49461
P: 231-893-1010
F: 231-894-6450

Administrative Assistant - Whitehall Middle School

Post Date: November, 2026
Application Deadline: until filled

Position Summary

Whitehall District Schools is looking for an Administrative Assistant to join our team at Whitehall Middle School. We are seeking an organized, positive, and student focused individual who enjoys working in a fast paced environment and takes pride in supporting students, staff, families, and the daily operations of the middle school. This position plays an important role in helping create a welcoming and positive experience for everyone who enters Whitehall Middle School.

Essential Duties

- Serve as assistant to the building principal and support the daily operations of the middle school office
- Maintain building records, calendars, payroll, attendance, substitute teacher software, and related office procedures
- Manage building accounting responsibilities including purchase orders, cash deposits, check requests, and activity accounts
- Communicate effectively with students, staff, families, and community members while maintaining confidentiality
- Demonstrate strong organizational, communication, problem solving, analytical, and technical skills in a fast paced environment
- Operate and maintain office equipment and technology systems
- Assist with student health needs, including first aid and administering medications as authorized
- Work collaboratively as a flexible, self directed team member
- Other duties as assigned

Education

- Associate's Degree
- Previous experience in a public school office preferred

Compensation

- Hourly, school year plus 4 weeks
- Support Staff Salary Schedule

Individuals interested in applying for this position should email their resume, letter of interest, and references to: hr@whitehallschools.net. Thank you.

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY
It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.