Public Schools of Petoskey

NOTICE OF POSITION OPENING

ATHLETIC SECRETARY			
Date Posted	November 16, 2026	**Application Deadline**	December 1, 2026
Primary Function	Serves as secretary to the Athletic Director		
Preferred Qualifications	❖ High school diploma, some college preferred ❖ Minimum of two (2) years of successful secretarial experience preferred ❖ Excellent keyboarding, clerical, computer and communication skills ❖ Effective interpersonal skills and realize the importance of maintaining positive public relations with students, parents and staff ❖ Demonstrate confidentiality in handling student and family information and ability to keep accurate records		
Responsibilities	Please see attached job description.		
Start Date	January 18, 2027		
Terms of Employment	205 Work Days, 8 hours/day, and per PESPA Master Agreement		
Salary/Benefit Information	Starting pay $20.74 per hour. Benefits included.		
Application Process	Please visit petoskeyschools.org/employment to apply online. Complete application & include a letter of interest, resume & references.		

Notice of Non-discrimination

The District will not discriminate against any person based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.