



FOREST PARK SCHOOL DISTRICT

Partners in Your Child's Success

801 Forest Parkway
Crystal Falls, MI
49920-1199

Phone: 906-214-4695
Fax: 906-875-4660
www.fptrojans.org

Superintendent:
Becky Waters
Elementary Principal:
Becky Waters
High School Principal:
Lisa Olson
Business Manager:
Kathy Stankewicz

Board of Education

Mr. Jim Nocerini
Mrs. Lisa Bloomburg
Mr. William Leonoff
Mrs. Stacy Gasperich
Mr. William St. John
Dr. Debra Divoky
Mr. Michael Bjork

January 16, 2019

Please post on the Forest Park website.

The Forest Park School District, 801 Forest Parkway
Crystal Falls, MI 49920, has the following job position available:

JOB POSTING
DISTRICT ADMINISTRATIVE ASSISTANT

- Position Title:** One (1) –District Administrative Assistant
Superintendent and Middle/High School Offices
- Hours/Days:** 7:00 a.m. – 4:00 p.m. – Monday – Friday
Follow school calendar plus flexible time in the summer
for approximately 220-235 days per year.
- Training:** Part time training March 1, 2019 – March 31, 2019
with hours and days to be determined.
- Start Date:** **April 8, 2019**
- Probationary Period:** One year.
- Requirements:** Associate’s or Bachelor’s Degree
Job Description and Qualifications can be picked up in
the Business Office- Monday–Thursday 8:00am-4:00 pm
or on the website at www.fptrojans.org

**Persons interested in the above position should send a letter of application and
resume to the Superintendent’s Office, no later than 4:00 p.m. on
February 1, 2019.**

Sincerely,

Becky Waters
Superintendent

