



Hamtramck Public Schools

*Human
Resources
Department*

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 591-7400

July 29, 2026

PLEASE POST!

Notice of Position Vacancy: 2026-2027

Administrative Assistant to the Superintendent **Hamtramck Public Schools**

ALL APPLICANTS must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at www.hamtramckschools.org or Wayne RESA website at <https://smart.resa.net>

Application Deadline: Until Filled

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools

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Reports to: Superintendent of Schools

Job Summary: Ensure the efficient operation of the Superintendent's Office and provide clerical services to the Superintendent of Schools and the members of the Board of Education. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public. The Administrative Assistant to the Superintendent must be flexible, have excellent interpersonal skills, and the ability to work well with all school district personnel, students, members of the community and outside vendors and clients.

Minimum Qualifications

1. High School diploma; Associates Degree preferred. K-12 public school experience preferred.
2. Five or more years of comparable Administrative Assistant experience.
3. Demonstrated computer experience and fluency with Microsoft Office Suite.
4. Strong interpersonal skills to maintain effective relationships with staff/community, and provide strong customer service and communication skills, both verbal and written.
5. Ability to establish priorities, and meet deadlines accurately and precisely.
6. Good organizational and problem-solving skills.
7. Possess sensitivity and commitment to serve the students and parents of the district.

Major Duties and Responsibilities (May include by not limited to):

1. Act as liaison between the Superintendent, district and building administrators, staff and the public, in a confidential and supportive manner.
2. Support the Office of the Superintendent, as directed, in critical communication with Board members; assist in maintaining positive Board relationships.
3. Coordinate and prepare all materials for Board members, including materials for regular and special meetings, work sessions and closed sessions. Set-up and attend all meetings of the Board of Education and record minutes of all proceedings.
4. Process, post, and disseminate regular meeting schedule, special meetings, agendas, minutes of the Board in accordance with the Michigan Open Meetings Act.
5. Maintain all records of the Board of Education and ensure safekeeping and availability for public inspection in accordance with state law and district policy.
6. Prepare all correspondence, memoranda, and reports on behalf of the Superintendent and/or Board of Education, including but not limited to composing accurate email responses, reviewing and editing documents, creating memos, letters, and reports.
7. Prepare news releases, as appropriate, for media on behalf of the Superintendent's Office and district.
8. Plan, coordinate, publish and disseminate the district-wide calendar on an annual basis.
9. Prepare purchase orders, check requests and payment authorizations. Maintain the Superintendent's budget
10. Schedule appointments and maintain Superintendent's calendar.
11. Greet visitors and respond to routine inquiries from staff, students, families and public; refer appropriate inquiries or problems to Superintendent/designee.
12. Report to the Superintendent on any developments or problems within the district coming to his/her attention and requiring the Superintendent's awareness or action.
13. Communicate with community members, business partners, political leaders and other educational leaders from the Office of the Superintendent of Schools.
14. Coordinate, collect and prepare responses to requests under the Freedom of Information Act.
15. Review and distribute mail for the Superintendent and members of the Board of Education.
16. Maintain school board policy, prepare policies for Board consideration and adoption, and post on website.
17. Work with the Coordinator of Elections in the preparation of conducting school elections and provide notification to Superintendent, Board of Education, and appropriate district staff in order to accommodate election needs. Maintain election documentation.
18. Must obtain Notary Public Commission.

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19. Assist with coordinating long-term suspensions that are appealed, or expulsions, to the Board's level with written notification and background information to the Board of Education.
20. Work with the Petition Review for Reinstatement Committee to assist in coordinating petitions for reinstatement of students.
21. Maintain and update school closing information/fan-out and disseminate information to appropriate staff.
22. Maintain and update administrative contracts, including Board approval on an annual basis.
23. Assist Superintendent in the review and approval/disapproval of the distribution of materials to staff/students and notification to appropriate individuals.
24. Perform responsibilities and tasks in a fast paced, high accountability environment that values prompt, thorough and accurate attention to detail.
25. Maintain confidential information.
26. Works independently and self-motivated; also works well on a team.
27. Perform other duties as assigned.

OTHER:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant.

SALARY: Starting Salary \$75,000 to commensurate with experience per the Non-Represented Staff salary schedule