



Hamtramck Public Schools

*Human
Resources
Department*

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 591-7417

August 11, 2026

PLEASE POST!

Notice of Position Vacancy: 2026

CURRICULUM ADMINISTRATIVE ASSISTANT

(GRADE I Secretarial Classification -- Non-teaching contract)

52 WEEK POSITION

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

District Benefits

- 27 ½ days of paid holidays/time off
- One hour lunch daily
- 8:00 AM – 4:00 PM Monday thru Friday work schedule
- 5 vacation days after first year
- 3 Personal Days
- Paid snow days if they occur
- Health Benefits
- State of Michigan Retirement plan

Application Deadline: August 18, 2026 for Internal Candidates or Until Filled Qualifications

and responsibilities of this position may be found on the attached sheet.

- 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
/bnk

Hamtramck Public Schools

Curriculum Administrative Assistant (page 2)

REPORTS TO: Executive Director of Student Achievement

QUALIFICATIONS/SKILLS:

- Associates degree preferred, high school diploma minimum.
- Typing speed of 50 words per minute minimum with accuracy.
- Expert in computer literacy with a deep understanding of Microsoft Suite products and Google Suite.
- Strong understanding of working with various office machines and high proficiency in office procedures.
- A disposition that enables the establishment of positive relationships and interactions with staff, students, and the public at all times.
- Excellent organizational, verbal and written skills.
- Punctuality is essential. Good attendance is a necessity. Professional dress important.
- A high degree of dependability, personal ethics and professional skills are essential.
- Strong communication skills with the ability to successfully work under pressure to meet deadlines, maintain accurate reporting, adhere to established protocols, and juggle competing projects.
- Knowledge of basic First Aid procedures.
- The ability to maintain confidentiality, display high degree of integrity and maintain a professional disposition.
- History of high degree of teamwork, attention to detail, flexibility, strong organization and time management skills.
- Ability to deal with high stress while maintaining professionalism.
- Tact, discretion and diplomacy with the ability to deal with high stress while maintaining professionalism.
- Serves as the face of the office and must be a driver of high quality, customer service.
- Must pass Administrative Assistant Assessment in order to be considered.

RESPONSIBILITIES/DUTIES:

- Maintain a high level of computer literacy and technical knowledge, including submitting technology and setup tickets for Professional Development and other office needs, for the accurate completion of all computer-driven reports.
- Be responsible for Data Collection and Reporting for:
 - Office of Educational Assessment and Accountability Secured Site
 - MSDS
 - SMART/Excel/MS Word /Time Entry/Professional Development
- Maintain the schedule and meetings of the Executive Director of Student Achievement, and serve as the primary point of contact between the Executive Director and the staff of the Office of Student Achievement, including the Virtual Learning Institute, Instructional Coaches, State and Federal Programs & Data and Assessment Specialist, the Director of Instruction & Professional Development, and the MTSS Specialist.
- Responsible for typing, filing and recording reports, letters, notices and taking minutes for department meetings.
- Assist the Office of Student Achievement instructional staff, including the Virtual Learning Institute, Instructional Coaches, State and Federal Programs & Data and Assessment Specialist, the Director of Instruction & Professional Development, and the MTSS Specialist with daily tasks and organizational activities.
- Assist in preparing reports and forms as required by various agencies, the district or department.

Hamtramck Public Schools

Curriculum Administrative Assistant (page 3)

- Prepare draft and final copies of instructional program revisions.
- Be responsible for office organization, answering the telephone, responding to inquiries, and managing and updating the district instructional calendar.
- Assist with reports and activities related to State and Wayne County RESA monitoring.
- Monitor Professional Development hours; coordinate and schedule Professional Development workshops and conferences; register staff for conferences and coordinate hotel accommodations; and monitor conference reimbursement forms for district staff.
- Support of Federal and State grant programming including, but not limited to, after school and summer school programs.
- Process invoices, purchase orders, and check requests.
- Coordinate the purchase, ordering, inventory and tracking of instructional materials, office supplies and resources for the district; including disseminating and collecting materials, maintaining inventory of instructional materials, and tracking shipments of textbooks and supplies for the district and private schools.
- Track employees paid by Federal funds, including Semi-Annual Certifications and Personnel Activity Reports.
- Maintain files and records for Federal and State Grants and Programs.
- Support state and district-level assessments, including but not limited to M-STEP, SAT, iReady, and MME
- All other duties assigned by immediate supervisor.

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: Per AFSCME Contract, Starting at \$19.68/hr