



Hamtramck Public Schools

Human
Resources
Department

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

August 25, 2026

Notice of Position Vacancy: 2026/2027

Administrative Assistant to Principal
Dickinson East Elementary School
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/>.

District Benefits

- 27 ½ days of paid holidays/time off
- One hour lunch daily
- 5 vacation days after first year
- 3 Personal Days
- Paid snow days if they occur
- Health Benefits
- State of Michigan Retirement plan

Application Deadline: September 01, 2026 for Internal Candidates or Until Filled Qualifications and responsibilities of this position may be found on the attached sheet.

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- 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
(attachment)

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Administrative Assistant to Principal (page 2)

Position Title: Administrative Assistant to the Principal of Dickinson East Elementary School

Qualifications/Skills:

- High School graduate
- Typing speed of 50 words per minute minimum
- Computer literate
- Familiarity with business machines and office procedures
- Ability to get along with staff, students, and public at all times
- Punctuality is essential. Good attendance is a necessity. Professional dress important.
- Dependability and personal skills are essential
- Ability to work under pressure of deadline
- Knowledge of basic First Aid procedures
- Confidentiality and loyalty

Responsibilities/Duties:

- Receptionist Duties in Main Office
- Typing of all correspondence and forms used in the main office or by staff
- Maintenance and updates of data base records
- Maintaining and preparing payroll every two weeks
 - Paid time off requests
 - Vacation requests
 - Personal Day Requests
 - Conference Day Requests
- Reconciling substitute hours through AESOP
- Coordinate substitute teachers through AESOP
- Coordinate classroom cover if substitute not available through AESOP
- Coordinate with teachers to plan longer-term substitute assignments
- Coordinate class rosters, keys, lesson plans/emergency lesson plans, etc. for substitute teachers
- Maintenance Work Orders – prepare and process
- Bus requests – Prepare and process
- Reimbursement forms – process
- Financial Report every month
- Process incoming and outgoing mail – both regular mail and internal mail
- Enroll new students
- Request for all new student's records
- Give new students/parent a tour so they know where to line up for bus etc.
- Make a quarterly bulletin board for "Principal Circle" children (children with all A 1's)
- Create and print program booklet for annual awards program
- Process student and employee accident reports
- Receive and maintain feeder school records.
- Print report cards
- Print labels for last report cards to be mailed home
- Assist in maintenance of computer student records (MISTAR) serve as back up for complete attendance program

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Administrative Assistant to Principal (page 3)

- Create and type all forms used in office
 - Time sheets for entire bldg.
 - Sign-in sheets for parent meetings and staff meetings
 - Letters and flyers to announce school events
 - Various correspondences to be sent home
- Organizing student records in main office
 - Emergency cards
- Make Welcome Folders for all new students
- At the end of the school year, collect teacher inventory, grade sheets, and keys etc....
- Calling home and assisting students when they are ill or hurt. Calling EMS when necessary. Call parents/guardians to arrange for student pick-ups when necessary for students to go home.
- Dispense medications & inhalers
- Keep up with medication log book
- Assist diabetic student's with checking their blood sugar everyday (check the lunch menu & count carbohydrates everyday so they take the right amount of insulin)
- Fill supply orders for staff
- Make appointment for parents to meet with teachers
- Arrange testing for new comers to meet with the ELA teacher
- Remove students leaving the district from our data base
- Participate in timing all fire drills and tornado drills
- Arrangements for subs for various meetings at the school
- Contact and advise students their address must be changed with the Residency Office when mailings are returned by the post office (follow up to make sure this has been done)
- Maintain copy machines (Call for maintenance, refill paper, add toner, and assist staff members with paper jams, reset monthly counts).
- Flyers and correspondence counted out and distributed to be sent home. At times we are requested to make the copies for staff if they are short during the day.
- Maintain and inventory 2 stockrooms/bookroom
- Copy and print the WCBID and the REMC catalog. Look up supplies for purchasing.
- Inventory supplies and then do Wayne County Bid
- Type and copy purchase orders for BID and REMC orders as well as any supplies the teachers need and have been approved as necessary. Order all basic supplies for the school.
- Order books for the following school year.
- Order Weekly Readers, Scholastic for the school year.
- Submit printing order for the following year (any forms needed for the school)
- When supplies/books are received for the next school year, match with purchase order, inventory items received and sign off on purchase orders and send to Accounts Payable for payment.
- If items haven't been received by the beginning of the school year, follow up with the company
- In put suspensions on the computer
- Create all lunch/after school detention lists.
- Coordinate fall and spring count day sheets. Prepare and pass out count day packets to teachers. When turned in by teachers, check class enrollment sheet and 10-day worksheets and make sure if anyone is absent, we have an excused note attached to the 10-day worksheet.

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Administrative Assistant to Principal (page 4)

- When new students enter the district, update their shot records in the computer and for the students not on the Michigan Immunization Site (MCIR) they have to be added as well as their shots.
- Immunizations and exclusion day reports. Includes maintaining student roster that has to be updated twice a year. Create letters for students/parents not in compliance with state immunization rules. The nurse at HHS sets the exclusion date. Letters go out about 3 weeks prior to exclusion date. A reminder is done letting student know not come to school on the exclusion date if they have not had their shots. On exclusion date make sure the teachers know if that student comes to school, please send them to the office so parent can be contacted to pick them up. This is done until the State report dates, November 1, and February 1 of each year. On these dates we submit our report to the State. For the November 1 date we are to be at least 90% compliant. For the February 1 date we are to be 95% compliant. All new students must have all required immunizations or waivers.
- Fill out Communicable Diseases report every Friday
- Failure letters to be sent out
- Summer School letters to be sent out
- Order snacks for MEAP test
- Anything else requested by the principal

REPORTS TO: Principal

SALARY: Per the AFSCME contract

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.