

Royal Oak Schools announces the following open position:

**OFFICE CLERK (Part-time): 5 Hours Per Day**  
Keller Elementary School

**QUALIFICATIONS:**

- Exceptional communication, organizational, prioritization, and problem-solving skills
- Demonstrated proficiency in the use of Office Suite programs such as Microsoft Office
- Accurate keyboarding skills. Demonstrated success with recordkeeping and digital filing
- Demonstrated knowledge and proficiency in the use of office technology
- Outstanding reading, writing, editing, and proofreading skills
- Excellent employment and attendance record
- Skills to promote good relations with students, staff, parents and community
- Demonstrated attention to detail and accuracy in previous positions with District

**JOB SUMMARY:** Assist the General Office Secretary with secretarial/clerical functions; provide main office coverage during lunch and other duties as assigned

**SALARY:** Appropriate placement on the ROESA Secretarial/Clerical Schedule, Classification #3, 5 hours per day – 181 days per year

**REPORTS TO:** Principal

**APPLICATION DEADLINE:** Monday, October 27, 2025 at 4:00 or until filled

**APPLICATION PROCEDURE:** ALL APPLICANTS, apply online selecting the following employment link:

<https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?chosedistrict=true&applitrackclient=46169>

**Royal Oak Schools does not discriminate on the basis of gender, color, national origin, religion, age, height, weight, sexual orientation, marital status or otherwise disabled individuals with respect to District education programs, activities and employment practice**

**Royal Oak Schools is committed to racial equity and social justice and is driven to act on these core values. Applicants must be able to recognize ways our identities intersect and play out in the communities we serve and must demonstrate the cultural competency to work with a diverse team and effectively partner with historically marginalized communities.**

10.20.25