



Royal Oak Schools announces the following open position for the 2026-27 school year:

Attendance Office Secretary

Royal Oak High School

(ROESA Position)

QUALIFICATIONS:

1. High School Diploma or equivalent, required
2. Preference given to candidates with previous secretarial experience or post high school education
3. Exceptional communication, organizational, prioritization, attention to detail, and problem-solving skills
4. Demonstrated proficiency in the use of Adobe Suite, Office Suite and other office technology systems
5. Accurate keyboarding skills
6. Ability to balance and prioritize the daily multiple demands of the position
7. Demonstrated record keeping, data input and filing skills
8. Outstanding reading, writing, editing, and proofreading skills
9. Excellent employment and attendance record
10. Skills to promote good relations with students, staff, parents and community
11. Demonstrated knowledge of school district pupil accounting/attendance practices, preferred
12. Demonstrated attention to detail and accuracy

JOB SUMMARY: Performs secretarial/clerical duties and other duties that may be assigned

SALARY: Appropriate placement on the Secretarial/Clerical Schedule, Classification #4, 8 hours per day – 190 days per year

APPLICATION PROCEDURE: EXTERNAL APPLICANTS, apply through the Oakland Human Resources Consortium at <https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?choosedistrict=true&applitrackclient=46169>

APPLICATION DEADLINE: Thursday, June 25, 2026 at 4:00 or until filled

Royal Oak Schools does not discriminate based on 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 practices.

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.