

NOTICE OF VACANCY

JOB ID: 16781

POSITION: Administrative Assistant, Principal

LOCATION: Deerfield Elementary School

SCHEDULE: 205 days per year, 8 hours per day

SALARY: Per the NESPA Agreement

POSTING DATE: July 9, 2026

DEADLINE: July 16, 2026 or Until Filled

QUALIFICATIONS

- High School Diploma and/or equivalent and 3-5 years' work-related experience.
- Demonstrated computer skills using a variety of applications: PowerSchool, Excel, Word, and Google application. Must be able to use mail merge and pivot tables.
- Exemplary interpersonal communication with both adults and elementary students.
- Demonstrated excellence in organizational and multi-tasking skills required.
- Ability to establish and maintain effective and positive working relationships with students, parents, and staff.
- Demonstrated ability to take initiative and meet deadlines with minimal supervision.
- Office experience at the elementary school level is preferred.
- Record of exemplary attendance and customer service performance.

RESPONSIBILITIES & DUTIES

- Serve as the administrative assistant to the Principal and be able to maintain confidentiality and deal with highly sensitive issues.
- Perform data entry, prepare, distribute, and file records, reports, payroll, correspondence, etc. related to building functions/principal needs.
- Act as liaison between the principal, staff, parents, and school community.
- Maintain accurate bookkeeping records for all building budget/student activity accounts, receivables, payables, and deposits.
- Process purchase orders; inventory, check in, and distribute supplies.
- Coordinate M-Step including preparation and testing, as well as maintain the State Secure (BAA) website.
- Utilize District student information system for new enrollments, attendance, student scheduling, and to assist parents with accessing the parent portal.
- Familiarity with District Absence Management System.
- Administer student medication according to District policy and regulations and provide appropriate first aid needs.
- Generate and maintain accurate pupil accounting reports and prepare for local, county, and state audits.
- Maintain/print report cards.
- Direct/assist guest teachers, input requests/organize guest teachers.
- Perform other secretarial and clerical duties as assigned by the principal.
- Perform other duties assigned by the Principal.

Overview of Our Process:

We take great pride in our thorough hiring process in the Novi Community School District (NCSD). For all candidates applying for a position within the NEA, NASA, or for an office staff position within NESPA, we follow a comprehensive procedure to ensure we select the best candidates. For external candidates, the process begins with an online screener, which will be sent to applicants via email. It is crucial for candidates to regularly check their email for invitations to progress to the next step. All internal candidates will bypass this screener and be moved on to the next phase of the process.

Upon successful completion of the screener and first phase of the process, qualified internal and/or external candidates for NEA and NASA positions will receive an email invitation for a one-way video interview. This stage is a crucial opportunity for candidates to showcase their qualifications. After reviewing the one-way video submissions, selected candidates will be contacted by phone for an in-person interview.

Candidates will have a two-business day window to complete both the online screener and the video interview, so candidates should be prepared to dedicate some time during these parts of the process. It is critical that these deadlines are met, as candidates will be excluded from moving forward if they do not complete these components on time.

Students who are passionate, empowered, and prepared for their world and their future.



Talent Management & Development Department

We look forward to getting to know you better through our hiring process and we appreciate your dedication to monitoring your email for important updates and invitations. Thank you for your interest in joining the Novi Community School District.

[Why join the Novi Community School District?](#)

APPLICATION:

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES:

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

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