



Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 17395

POSITION: Executive Assistant to the Superintendent

LOCATION: Educational Services Building

SCHEDULE: Full Time (1.0 FTE) 248 days/year ADNU calendar

SALARY: Commensurate with experience

POSTING DATE: July 22, 2026

DEADLINE: July 29, 2026 or Until Filled

JOB DESCRIPTION

The Executive Assistant to the Superintendent plays a pivotal role in providing confidential support to the Superintendent, the Board of Education, and the Supervisor of Communications and Community Engagement. This position ensures the efficient operation of the Superintendent's office and manages communication between district leadership, staff, and the public. Responsibilities include organizing Board of Education meetings, managing administrative processes, coordinating events, serving as the primary liaison between the Superintendent's office and external stakeholders, and handling confidential information with professionalism and discretion. Additionally, the Executive Assistant serves as the District's FOIA and Subpoena Coordinator.

PREFERRED QUALIFICATIONS

- Bachelor's Degree or Equivalent in Communications, Education, Public Law, or relevant field.
- Experience in providing executive-level administrative support, preferably in an educational setting.
- Strong knowledge of school district operations, procedures, and Board governance.
- Strong personal communication skills and empathy.
- Proficiency in operating standard office equipment and software applications, including Google Drive, Microsoft Office Suite, and Board Books.
- Capacity to maintain confidentiality.
- Excellent written and verbal communication skills, including the ability to prepare detailed reports, agendas, minutes, and various correspondence.
- Ability to manage multiple schedules and deadlines while working on multiple tasks concurrently and with attention to detail.
- Flexibility to work independently and collaboratively with a diverse range of individuals.
- Strong project planning, record-keeping, and data management abilities.
- Familiarity with the Open Meeting Act and FOIA laws.
- Strong problem-solving and organizational skills.

RESPONSIBILITIES & DUTIES

- Provide comprehensive administrative support to the Superintendent and the Board of Education.
- Serve as the primary contact for the Superintendent's office.
- Support the Superintendent in managing an organized and highly functional executive office.
- Manage the Superintendent's calendar, scheduling meetings, preparing agendas, and supporting all Superintendent meetings, including Board Meetings, Administrative Council meetings, and committee meetings.
- Ensure compliance with the Open Meeting Act.
- Maintain and update district policies, administrative guidelines, and Board documents.

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- Coordinate and manage Board of Education meeting logistics, including agenda preparation, Board packets, special events, and recording meeting minutes.
- Attend Board meetings, public hearings, and work sessions to provide information, record minutes, and support attendees.
- Manage the Board of Education Google Drive and Board Books system.
- Schedule and coordinate community partner meetings and district events.
- Serve as the liaison between the Superintendent, Board of Education, district administrators, and the public.
- Draft and distribute communication materials.
- Maintain and update pages on the district website.
- Respond to FOIA requests and coordinate all subpoena responses.
- Support and manage district communication system updates for all staff changes.
- Coordinate complex projects and activities, including travel and accommodations for the Superintendent and Board Members.
- Maintain both electronic and manual document files, ensuring all records are accurate, up-to-date, and in compliance with administrative guidelines.
- Process complex documents, including time sheets, work orders, requisitions, travel reimbursements, and budget transfers.
- Procure supplies and equipment to support the effective functioning of the Superintendent's office.
- Compile and analyze data from diverse sources to prepare reports for the Superintendent.
- Participate in meetings, workshops, and training to continually enhance job performance.
- Perform other related duties as assigned by the Superintendent to ensure the efficient and effective functioning of the office.

Overview of Our Process:

In the Novi Community School District (NCSD), we take great pride in our thorough hiring process. For all candidates applying for an office staff position within NESPA or ADNU, we follow a comprehensive procedure to ensure we select the best candidates. The process begins with an online screener, which will be sent to all applicants via email. It is crucial for candidates to regularly check their email for invitations to progress to the next step, as candidates will be excluded from moving forward if they do not complete this screener by the specified deadline.

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. If you have any questions, you can contact Dr. Laura Carino, Assistant Superintendent of Talent Management & Development.

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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