

POSTING ANNOUNCEMENT

JOB ID#	LOCATION	SALARY RANGE	POSTING DATE	POSTING DEADLINE
18194	STEVENSON ELEMENTARY SCHOOL	In accordance with the ESOS CBA.	9/14/2026	UNTILL FILLED

POSITION: 1.0 Secretary - Principal

REPORTS TO: Building Principal

MINIMUM QUALIFICATIONS:

1. High School education
2. Excellent communication skills both written and verbal including appropriate telephone etiquette
3. General office experience: typing, filing, answering phones, operating standard office equipment
4. Technical skills in areas of word processing and file management including experience in or knowledge of Microsoft Office programs
5. Working knowledge of school budget
6. Ability to prioritize multiple tasks
7. Ability to work as a team member

ADDITIONAL QUALIFICATIONS

1. Demonstrated bookkeeping experience or course work
2. First aid knowledge/experience

POSITION RESPONSIBILITIES:

- Manage and maintain petty cash and activity accounts.
- Maintain staff attendance (Aesop) and perform attendance audits as requested.
- Maintain pupil accounting records including student attendance and records for the Oakland County Truancy Department.
- Process purchase orders and distribute materials.
- Assist with managing and balancing the school's budget including (but not limited to): processing funds transfers (where necessary), maintaining all receipts, monitoring and replenishing petty cash funds, etc.
- Prepare various reports for Oakland County Health Department.
- Process various elementary projects: i.e. school opening and closing information, handbooks, and conference materials.
- Assist students who are sent home for illness by contacting parents, maintaining report pertaining to follow up, and referring to the Oakland County Health Department if/when necessary.
- Normal secretarial duties, including maintenance of files, records, calendars, scheduling appointments, communicating with employees and the public, and typing correspondence, memos, and compiling/maintaining fiscal data.
- Other duties as assigned by the building Principal or designee as long as deemed reasonable

Unless advised otherwise, the Reporting Times for this assignment are: 7:15 am - 3:45pm

CORE COMPETENCIES:

All applicants are expected to skillfully demonstrate the leadership competencies and expertise needed to support systemic reconfiguration and to effectively respond to the district's commitment to "dramatic improvement in student, teacher, and leader performance in a short amount of time" (Chandler & Frank, 2015).

Before applying, please become familiar with the district's Core Competencies for this position by clicking the following link: [BLUEPRINT CORE COMPETENCIES](#)

HOW TO APPLY:

Click on the following link: [Recruiting & Hiring - Southfield Public Schools Online Application](#)

Visit the Southfield Public Schools website:

<https://www.southfieldk12.org/departments/human-resources/job-openings/>

Faxed, mailed, emailed, or hand delivered applications or resumes are not accepted.