ROYAL OAK SCHOOLS
A COMMUNITY OF EXCELLENCE

PLEASE POST **PLEASE POST**

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

ELEMENTARY SCHOOL SECRETARY
Upton Elementary School

QUALIFICATIONS:

- Exceptional communication, organizational, prioritization, and problem-solving skills
- Demonstrated proficiency in the use of Google Suite of products as well as knowledge of Microsoft products
- Accurate keyboarding skills
- Adept at recordkeeping and digital filing
- Proficient in the use of office technology and equipment
- Outstanding reading, writing, editing, and proofreading skills
- Preference given to candidates with database software experience with student applications such as Red Rover, Docuware, B+ for ordering and MIStar
- 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
- Other duties as may be assigned

JOB SUMMARY: Promotes positive relations and performs secretarial/clerical functions, recordkeeping, reporting and other duties as assigned by the building principal at the elementary school level.

SALARY: Appropriate placement on the ROESA Secretarial/Clerical Schedule, Classification #5, 8 hours per day – 40 weeks per year (206 Day Position)

REPORTS TO: Building Principal

APPLICATION DEADLINE: Friday, November 27, 2026 at 4:00 p.m. or until filled

APPLICATION PROCEDURE: ALL APPLICANTS, apply online selecting the employment link at https://www.applitrack.com/oaklandschools/onlineapp/default.aspx?choosedistrict=true&applitrackclient=46169

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.
11.20.26