



WOODHAVEN-BROWNSTOWN SCHOOL DISTRICT

Learning and Leading for Tomorrow

Administration Offices and Board of Education

24821 Hall Road, Woodhaven, MI 48183

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Greg T. Roberts
Director of Human Resources

WESPA JOB POSTING

August 27, 2026

POSITION: **Student Advocate/Clerk**
 Class C

SUMMARY: Provides administrative assistance in order to ensure the smooth and efficient operation of the school office. This position will assist with staff, student and parent needs as directed. In addition, this position provides assistance in carrying out functions of typing, filing and other clerical duties as needed and directed.

MINIMAL QUALIFICATIONS:

- High School Diploma with preference given to those with strong credentials in business courses.
- Ability to use a computer to perform job duties.
- Knowledge of filing and record keeping procedures.
- Ability to work as part of an office team.
- Provide excellent customer service.
- Ability to keep information *confidential*.
- Ability to work independently and follow through on projects.

MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):

- Assist with registering new students, entering student data, and maintaining student files.
- Assist students in the health clinic and contacting parents/guardians when necessary.
- Assist visitors, answer inquiries, provide information and direct to appropriate school areas.
- Assist with sorting and distributing mail and correspondence.
- Maintain attendance and truancy records for students.
- Supervise students either individually or in small groups as needed or directed.
- Provide clerical support to the principal, counselors and secretarial staff.
- Render secretarial and/or clerical support as required or directed.
- Provide back-up coverage for secretarial staff, including lunch coverage.
- Assist in the preparation of office reports.
- Answer and/or transmit telephone calls to appropriate personnel.
- Help prepare and distribute materials.
- Assist in performing general office duties.
- Perform other tasks as assigned by the building principal.

BUILDING: Woodhaven High School
5.75 hours per day

WORK YEAR: 2026 – 2027 School Year

COMPENSATION: Per WSEPA contract (starting at \$18.73)

DEADLINE: **Internal WESPA** members submit their interest to Human Resources no later than September 01, 2026.

External candidates will not be considered if they do not submit a **letter of interest and resume** online at

<https://www.applitrack.com/resa/OnlineApp/default.aspx?choosedistrict=true&applitrackclient=1160>

cc: Administrators
WESPA President

In compliance with Title VI 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, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Woodhaven-Brownstown School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact the Office of the Superintendent, 24821 Hall Rd., Woodhaven, MI 48183, 734-789-2357.