



ROMEO COMMUNITY SCHOOLS

PLEASE POST

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DATE:	July 14, 2026
POSITION:	Early Childhood Accounting Specialist/Administrative Assistant Classification III 7:30 am – 4:00 pm Monday through Friday – 52 week position
LOCATION:	Croswell Early Childhood Center
MINIMUM SUGGESTED GUIDELINES:	High School Diploma or equivalency. Ability in all language arts skills areas. Experience or training in office practices. Ability to set up and maintain files. Ability to handle routine correspondence. Ability to work well with students, the public, and other employees. Ability to handle routine bookkeeping functions. Ability in using computer software such as: word processing, spreadsheets and email.
START DATE:	2026-2027 School Year
PAY RATE:	Per ROSPA Salary Schedule
TO APPLY:	Please use the link below to apply for the position: https://www.applitrack.com/romeo/onlineapp/
POSTING DEADLINE FOR ROSPA MEMBERS:	July 21, 2026 by 4:00 pm
POSTING DEADLINE FOR EXTERNAL CANDIDATES:	Until filled

Notice of Non-discrimination

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, and Title II of the Americans with Disability Act of 1990, it is the policy of the Romeo Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, genetics 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. Any employee or member of the community of Romeo Community Schools, believing to be discriminated against should contact Employee Services, 316 North Main Street, Romeo, Michigan 48065, 586-281-1414.
