



Richard Machesky Ed.D.
Superintendent of Schools

Administration Building
4400 Livernois
Troy, MI 48098

Please Post

Position: Elementary Attendance Secretary, 0.75 FTE

Location: Martell Elementary

Reports to: Building Principal

Salary: Per Current TESA Contract

Posting Date: September 15, 2026

Deadline Date: Until Filled

Starting Date: September 21, 2026

Description: 26.25 Hours/Week, 42 Weeks/Year

Qualifications:

- Minimum high school diploma with post high school training preferred
- Demonstrated organizational and record keeping skills required. Preference may be given to applicants with prior office experience
- Ability to handle multiple tasks in a busy office with a customer service attitude
- Excellent oral and written communication skills, along with math skills
- Proven ability to establish and maintain good rapport with adults
- Satisfactory work and attendance records
- Demonstrated knowledge and skill in Microsoft program applications (Excel, Word), the internet and the willingness to learn new systems
- Such alternatives to the above qualifications as appropriate to the position

Method of Application:

All interested applicants apply at: <https://www.applitrack.com/troy/onlineapp/>

Please upload your letter of interest, resume, letter(s) of recommendation, transcripts, and other pertinent data directly to your Applitrack application. **Please do not fax, email, or send applications** directly to the District. Questions regarding your application process should be directed to Applitrack.

Nondiscrimination:

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 the Americans with Disabilities Act of 1990, it is the policy of the Troy 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 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, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should be directed to the Assistant Superintendent of Employee Services/Troy School District.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities.