



**Executive Assistant/Human Resources/Data Collection Specialist**  
Stockbridge Community School District, Stockbridge, Michigan

**POSTING DATE:** December 19, 2025

**SUMMARY:** Stockbridge Community School District is seeking an Executive Assistant/Data Collections Specialist to provide support for the Superintendent, Board of Education and payroll department performing various human resource functions, oversee PowerSchool student information system, assisting with payroll duties, manage data collection, processing and reporting in accord with district policy and state and federal requirements. This position reports to the superintendent and is a 52-week contract.

**QUALIFICATIONS:** Bachelor's degree or equivalent experience, and accounting background preferred. Experience working in a public-school setting and knowledge of principles and practices associated with State databases such as, MSDS, REP, EEM and GAD, preferred. Knowledge of PowerSchool student information system is helpful. History of being self-directed and self-motivated. Ability to work cooperatively in a team environment. Proficient communication and language skills, both written and verbal. Excellent technology skills and attention to detail with the ability to quickly assimilate data and provide thoughtful reports and recommendations. Advanced technology skills including Google and Microsoft Office products, specifically, word and excel.

**PRIMARY RESPONSIBILITIES:** The successful candidate will be responsible for day-to-day Central Office functions including Assisting the Superintendent, Board of Education, payroll department and district administrators by performing secretarial and other duties. As well as, performing general HR functions, assisting the Business Office staff with processing new hires, setting up benefits, processing workman's comp and COBRA. Overseeing data collection, processing and reporting of clock hours, general collection, REP, TSDL, GAD, Section 25e and SID through CEPI. Acting as lead administrator for PowerSchool, including performing all necessary functions throughout the year that are needed to maintain the system and roll it over to the next school year. Completes other duties as assigned by the Superintendent.

**COMPENSATION** – Salary and benefits will be negotiated commensurate with experience and qualifications. Salary range \$38,000 to \$48,000.

**DEADLINE** - Applications will be collected until filled.

Candidates interested in submitting an application for the above position should apply at <https://jobs.redroverk12.com/org/stockbridgemi> with Superintendent Brian Friddle.

**Notice of Non-Discrimination**

It is the policy of Stockbridge Community School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 100 Price Ave Ste A. Stockbridge, Mi. 49285 (517) 851-7188.