



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Executive Administrative Assistant – Special Education
Reports To: Assistant Superintendent of Special Education
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: L. Montgomery
Prepared Date: 04/2016
Last Revised Date: 04/2016

Summary: Performs secretarial duties for the Assistant Superintendent of Special Education

Essential Duties and Responsibilities:

- Assists with daily operation of the special education office
- Assist in planning and set up of department and county-wide professional development sessions
- Communicates with clients such as state offices, higher education offices, local districts, and parents on a daily basis. Also serves as the point-of-contact between the special education office and various other departments within the organization.
- Manages administrative functions (scheduling, meetings, minutes, coordination of calendars, reports, coordinate communications)
Works to consistently review and update department processes to ensure the highest possible efficiency
- Function daily as part of a team within the department
Collect and maintain evidence of relevant credentials and certifications for county-wide special education teachers, administrators, and all other specialized service staff. Process staff/teacher approvals through MDE when necessary
- Set and communicate budget timelines, collect revenue and expenditure information, and enter data needed to calculate the local district special education budget payouts. Work closely with the Director of Finance to build and maintain annual and revised budgets.
- Monitor and track department/program adherence to established budget
- Perform various data entry functions such as entering student prescription data, managing the required staff pool database for Michigan School-Based Medicaid billing, and providing child diagnosis information to Community Mental Health services for the Family Support Subsidy Program when requested
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Supervisory Responsibilities:

This job has no supervisory responsibilities

Education and/or Experience:

High school diploma or general education degree (GED) and two to three years related professional experience and/or training; or equivalent combination of education & experience

Preferred Experience: Associate Degree with experience in Special Education as an Administrative Assistant. Extensive experience with special education budgeting and certification requirements.

Certificates, License, Registration:

If applicable

Other Skill & Abilities:

- Effectively present information in front of groups and engage in audience Keep administrator abreast of department activity
- Ability to communicate effectively including listening Works in a team oriented fashion
- Ability to efficiently use computer and proficient with Microsoft Office suite of software
- Ability to problem solve
- Displays willingness to support and make decisions with sound judgment in timely manner Ability to read, analyze and interpret data
- Maintains confidentiality
- Adapts to frequent changes in the work environment Uses equipment and materials properly
- Practices safe work habits

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Administrator, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002