

Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Program Administrative Assistant – Instructional (MiBLSi)
Reports To:	Assistant Superintendent for Instruction
FLSA Status:	Non Exempt
Prepared By:	Human Resources
Approved By:	Instructional
Prepared Date:	11/2011
Last Revised Date:	11/2011

Summary:

This position provides services to Michigan's Integrated Behavior Learning Support Initiative (MiBLSi) partnering ISD and district partners as well as to partners collaborating with MiBLSi affiliated projects (Promoting Positive School Climate Project, Promoting Adolescent Reading Success Model Demonstration Project). This role assists in accomplishing the overall objectives of the MiBLSi organization to develop capacity in ISD and districts to implement an integrated behavior and reading Multi-Tier System of Support (MTSS) model. This model is designed to improve students' reading and social skills necessary for success.

Essential Duties and Responsibilities:

- Provides secretarial support for the MiBLSi Professional Learning Unit Coordinator and promoting Adolescent Reading Project Instructional Coaches
- Provide training event coordination before, during, and after for MiBLSi integrated reading and behavior sponsored professional learning sessions, Promoting Positive School Climate sessions, and Promoting Adolescent Reading Project sessions to ensure events are organized in a timely manner and accommodate the needs of the project, participants, and event speakers
- Creates and maintains professional learning material ordering forms for all MiBLSi integrated and MiBLSi affiliated project - professional learning materials (e.g., participant workbooks and other materials that will be ordered across the state for sponsored professional learning sessions)
- Manages statewide listservs by updating the email addresses and participants to ensure accurate and timely information to appropriate stakeholders
Assist the Project Director and Assistant Director in the development of the annual MiBLSi grant and MiBLSi affiliated project grants through developing the electronic application, organizing the application submissions, and coordinating the notification of partnership to all grant applicants
- Provides secretarial support (before and after the training event) to a MiBLSi integrated reading and behavior model Regional Training Hub
- Utilizes the MiBLSi database to enter in necessary information for training events
- Travels to state events and project meetings that are located in in the Lansing, Grand Rapids, or Midland geographical locations as needed.
- Participates in statewide MiBLSi Support Staff Planning Meetings by collaborating with other support staff to continuously improve aspects of the project (e.g., training events, database data entry and report generation, distance technology use for state events)
- 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.

Education and/or Experience:

High school diploma or general education degree (GED). Associates Degree preferred.

Certificates, License, Registration:

If applicable

Other Skill & Abilities:

- Ability to communicate effectively including listening, answering phone calls, and drafting letters
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software such as Microsoft Excel, Word, Powerpoint and Outlook
- Ability to problem solve
- Maintains confidentiality
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Accurately and efficiently input data and retrieve information to create charts or tables
- Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

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. The employee is expected to drive between Kalamazoo RESA buildings, local districts and to workshops, trainings and conferences.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.