



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Program Administrative Assistant
Reports To: Program Principal/Administrator
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 06/2003
Last Revised Date: 5/2016

Summary: Performs clerical duties in within a school and / or intermediate school program.

Essential Duties and Responsibilities:

- Compose or transcribe from rough draft; correspondence, bulletins, reports, presentations and other material
- Arrange meetings coordinating with all parties; be it parents, staff, outside agencies, etc
- Monitor and track program established budget using spreadsheets
- Order, stock and distribute school and medical supplies according to policies and procedures
- Coordinate/perform mailings and email correspondence to include scheduling
- Attend and take minutes for meetings
- Talk with student, parent, employee, community member encountering a problem and resolve problem or refer them to others as appropriate
- Accurately maintain information including data entry into program specialized software systems such as Student Information & Pupil Accounting and other organizational systems
- Assist Director's Executive Administrative Assistant as necessary and anticipate their needs to provide exceptional support
- 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. Proficient experience with Microsoft Office programs and experience in customer service.

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.

Work Environment:

The noise level in the work environment is usually noisy.

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

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 Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.