

## INGHAM INTERMEDIATE SCHOOL DISTRICT Position Announcement

<b>Job Title:</b>	<b>Administrative Assistant, Emotionally Impaired Programs      JobID: 16739</b>		
<b>Location:</b>	Ingham ISD, Mason, MI	<b>Start Date:</b>	August 2023
<b>Salary Range/ Level:</b>	\$15.11 - \$20.65 per hour (commensurate with experience) 2023-2024 OPEIU Salary Schedule	<b>Terms of Employment:</b>	40 weeks/year, 5 days/Week 8 hours/Day
<b>Date Posted:</b>	Tuesday, May 31, 2023	<b>Application Deadline:</b>	Tuesday, June 14, 2023
<b>Application Process:</b>	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at <a href="#">Ingham ISD</a> under Join Our Team.)		
<b>Ingham Intermediate School District</b>			
<p>Ingham ISD is a dynamic organization, committed to providing a wide variety of quality educational supports to school districts, children, and families. We coordinate and deliver services and programs focused on student achievement, leadership, and collaboration to advance excellence in education. While improving educational outcomes in our community, we likewise challenge our staff to grow personally and professionally. We are looking for team members who will support our mission to lead and serve in education and who will contribute to our culture of innovation. Diversity, equity, and inclusion are important to our organization. We encourage applicants from underrepresented groups (e.g. race, gender, sexual orientation, disability, etc.) that will contribute to the enrichment of ideas and perspectives and best support those we serve.</p>			
<b>Job Description</b>			
<b>What You'll Do</b>			
<p>Under the general direction of the administrator and in compliance with established policies, procedures and practices, performs a variety of general office and administrative tasks. Composes, prepares and edits reports, forms, letters, presentations and other materials, which can be of a confidential nature.</p> <ul style="list-style-type: none"> <li>• Performs general office support tasks which may include but are not limited to handling routine correspondence and email communications, answering phones, providing information, maintaining files, sorting/distributing the mail, assisting with mailings, providing assistance to staff on usage and repair of equipment/facilities and ordering supplies/materials/equipment.</li> <li>• Provides assistance and guidance to others including but not limited to students, parents, constituent school districts, community agencies, district staff and others by evaluating the situation and determining the appropriate course of action, resource or referral.</li> <li>• Maintains a variety of electronic and paper student records (e.g. attendance, grades, transcripts, applications, documents, inactive files, demographics, etc.), as required.</li> <li>• Creates and maintains databases and files using various computer systems and programs to allow for efficient retrieval and reporting of information.</li> </ul>			

- Assists in budget preparation, monitoring and revision of assigned accounts; utilizes finance software to review and ensure accuracy of expenditures and budget balances. Communicates with appropriate staff regarding budget variances, account errors, and adjustments.
- Handles a variety of financial processes which may include but is not limited to, performance contracts, requisitions, purchasing card transactions and reconciliations, invoices, check requests, 1099 payment requests, and reimbursement requests; utilizes District financial software as appropriate. Ensures paperwork is accurate and complete, performs follow-up as necessary.
- Responsible for the secure handling and accurate recordkeeping of all cash receipts and/or petty cash expenditures including, but not limited to, donations, memorials, and student club cash accounts.
- Responsible for monitoring of automated substitute system and ensuring required classroom coverage is provided on a daily basis. Assists substitutes as needed. Performs weekly reconciliation, verifying the information in automated substitute system is accurate, which allows for payment of substitutes through third party contractor.
- Ensures completeness and accuracy of payroll and attendance records for assigned staff.
- Tracks and coordinates the scheduling of student assessments and IEP/MET meetings assuring compliance with any mandated timelines; processes related forms.
- Assists in the evaluation, design, implementation, and ongoing monitoring of Department systems and procedures to support and improve operational effectiveness.
- Performs other duties as assigned.

## **What You Will Bring**

### ***Need to Have***

1. High school diploma or equivalent.
2. Two years or more of office and administrative support work experience.
3. Interpersonal and communication skills necessary to provide courteous and accurate information to all levels of staff, students, parents, constituent school districts, community and state agencies, vendors, and others. The incumbent is required to handle problem situations in a tactful, courteous, and respectful manner.
4. Written and computer skills necessary for the creation and compilation of various documents, communications, and reports. The incumbent is required to effectively utilize a variety of software applications which may include but is not limited to word processing, spreadsheet, presentation, graphic design, and database software applications.
5. Mathematical skills necessary to prepare various financial related documents that may include but are not limited to check requests, requisitions, purchasing card reconciliations and other cost calculations. In addition, if required, mathematical skills necessary to assist in budget preparation and to monitor and maintain assigned account.
6. Ability to utilize discretion and sound judgment in handling confidential information and documents.
7. Mental ability to adapt and respond to multiple priorities and demands, adapt to interruptions, work on several projects at the same time, work on tasks requiring accuracy and attention to detail, and handle pressures related to multiple deadlines.
8. Analytical ability to evaluate information and situations to determine the appropriate course of action without supervisor approval.
9. Physical ability to sit for extended periods of time working on a computer and to properly operate required office equipment

**What We Offer**

- Competitive wages
- Five health insurance plans to choose from
- Dental, vision and life insurance
- Long-term disability
- Paid leave time
- Retirement benefits
- Tuition reimbursement
- District-supported professional development

**Working Conditions**

This position is based in a student-learning environment where unpredictable and emotionally charged and/or medical situations that may occur. This environment has minimal or no physical discomfort.

**Notice of Non-discrimination**

It is the policy of Ingham Intermediate 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: Assistant Superintendent of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.