

**HUBER HEIGHTS CITY SCHOOLS  
POSITION VACANCY  
2025-2026**

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| <b>CLASSIFICATION:</b>      | Administrative Assistant<br>Office of Student Services |
| <b>LOCATION:</b>            | Administrative Offices                                 |
| <b>SALARY RANGE:</b>        | \$20.73 - \$34.61 per hour                             |
| <b>LENGTH OF WORK DAY:</b>  | 8 Hours Per Day  |
| <b>LENGTH OF WORK YEAR:</b> | 12 Months  |
| <b>DATE OF POSTING:</b>     | September 26, 2025                                     |

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**QUALIFICATIONS:**

- General clerical skills.
- Excellent multi-task and organizational skills.
- Skilled at, but not limited to: Excel, Word, Access, E-Mail, Publishing and other office computer based tasks.
- Knowledge of MVECA, DASL and EMIS as it pertains to EL and Pre-School students.
- Skilled at preparing, maintaining, filing, and compiling reports from student records both physically and electronically; including Medicaid billing and audits.
- Excellent public relations skills, presentation and demeanor in all types of communications as needed when working with professional staff, parents and the community.
- Knowledge or ability to learn both State and Federal Law as it relates to the Office of Huber Heights City Schools Special Services and duties of this position.
- Excellent at detailed work.
- Excellent work ethics.
- Ability to work harmoniously with other employees.
- Ability to maintain appropriate confidentiality.
- Positive telephone and public relation skills.
- Previous experience in an office environment is preferred.

**NOTE: Please see specific Job Skills and Responsibilities attached.**

Any current employee who is interested in the position should respond, in writing, to the Human Resource Office no later than 4:00 pm local time, on October 1, 2025.

## **Performance**

**Responsibilities:** The following skills and duties are representative of performance expectations

- Maintain confidentiality in all aspects of client, staff and school district information.
- File and retrieve organizational documents, records and reports.
- May conduct research, compile data and prepare papers for consideration and presentation to the Administrators, staff and Board of Education.
- Prepare agendas and make arrangements for committees, Board or other meetings.
- Compile, transcribe and distribute minutes of meetings.
- Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work assignments.
- Excellent public relations skills including courteousness, tact and good verbal communications.
- Good health, attendance, and high moral character.
- Ability to maintain self-control and complete tasks with frequent interruptions.
- Proven ability to work independently and self-motivated; also work cooperatively with other office personnel.
- Maintain a regular filing system including confidential files.
- Ability to effectively establish, monitor, and maintain calendar(s) of activities, events, appointments, conferences and meetings for individual needs and for immediate supervisor.
- Ability to manage incoming correspondence efficiently, sort, route, and, in the case of routine matters, promptly responded to.
- Ability to provide timely and effective communications regarding incidents and/or situations which might impact the district, its departments or its schools to the appropriate district office/school personnel.
- Active and consistent efforts to maintain or improve the positive image of the district and its schools.
- Ability to assist employees, parents and community members with complaints and requests for information, referring calls to other staff members when appropriate.
- Other duties as assigned by the Director of Special Services.

## **Specific**

**Responsibilities:** The following are primary responsibilities of this role:

- Enter/Maintain Special Ed Records in ProgressBook (tied to EMIS, Funding, Compliance, Special Ed Profile)
  - GE record entry
    - Referrals, Consents, ETRs, IEPs, etc.
  - FD Attribute record entry
    - Add/remove disability condition
  - Grad Exemption record entry
  - Membership codes
    - Enter all membership codes of special services per IEP

- Student Special Education Verification Report maintenance
- Manage/Maintain Special Services Student Roster
  - Entries/revisions
  - Communicate with caseload managers
  - Collection of Out of District documents from educating districts
- ODDEX Tuition Module
  - Manage the review and approval/denial of tuition applications for students with disabilities
  - Enter/upload necessary documentation
- Filing
  - File all SPED documentation and/or upload into SameGoal
  - Ensure we have physical copies of all documents
- Records Requests
  - Fill all records requests for students with disabilities
- Medicaid Eligibility Report
  - Upload rosters upon request for medicaid billing
  - Update addresses
  - Enter one time permission forms in keep in binder
- Yearly audit - cross check between the three systems prior to mid December
  - Work closely with EMIS Coordinator to ensure accurate reporting
- Support home instructors
  - Process time sheets
- SF14H - Compile and submit for HHCS students attending but under different DOR
  - Send emails to DOR
  - Verify form submitted by other districts to us
  - Verify all in ODDEX
- Compiles necessary data to support excess cost verification
- Compiles necessary data to support threshold cost verification
- Complete non-public school letter for FAPE - once a year

**Abilities Required:**                      **The following aptitudes and physical skills are essential for the successful performance of assigned duties.**

- Averts problem situations and works to resolve conflicts.
- Completes detailed paperwork and job assignments accurately.
- Displays enthusiasm and promotes a positive work and learning environment.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Maintains an acceptable attendance record and is punctual.
- Works cooperatively to support a successful team effort.

**Working  
Conditions:**

**Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.**

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working during the evening, weekend and/or summer weeks.
- Duties may require working under time constraints to meet deadlines.
- Occasional lifting, carrying, pushing, and/or pulling; some stooping kneeling, crouching, and significant fine finger dexterity.

**Performance  
Evaluation:**

**Director of Student Services**