



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Project Secretary - Special Education Services

Job Summary:

The Project Secretary - Special Education Services is responsible for providing support for planning and arranging projects and professional development. Additional responsibilities include serving as first point of contact, maintaining student database information and files, assisting with student medical needs, and technology support for the program.

Essential Duties (May include, but not limited to):

1. Serves as a liaison between the assigned program, other ISD programs, and staff from the constituent school districts and business/community partners.
2. Collaborates with other staff within the department to ensure consistent workflow and timely completion of department activities.
3. Schedules, coordinates, and promotes meetings/events/activities in assigned area as required by the position.
4. Prepares written correspondence, complex reports, and newsletters, as requested.
5. Maintains confidential information, files, and accurate records.
6. Assists with preparation and distribution of materials for meetings, programs, and training activities.
7. Creates and maintains accurate, up-to-date databases in support of department activities, events, and programs.
8. Utilizes current accounting software to perform routine bookkeeping tasks, such as preparing purchase orders, invoices, check requests, travel reimbursements, and payroll and coordinating account data with Business Services staff.
9. Coordinates distribution of reports and materials to intermediate school district and local district staff.
10. Facilitates disbursement of updates on the MDE system of monitoring, technical assistance, and waivers.
11. Provides on-going support to all intermediate school district and local providers within the state monitoring and technical assistance system.

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12. Arranges and conducts quality assurance auditing and monitoring.
13. Coordinates and schedules other monitoring and technical assistance activities within department and school district.
14. Plans, coordinates, and supports functions of the Parent Advisory Committee.
15. Consistently models Win-Win leadership.

Other Duties:

1. Performs routine tasks necessary to carry out assigned responsibilities in the department.
2. Performs other related duties in the department, as assigned.

Qualifications:

Education:

High school diploma/equivalent plus thirty hours of coursework or study beyond high school required. College level coursework in office administration, business, or technology preferred. Associate degree preferred. Documented continuing education credits, School Board CEU's, workshops, or seminars equivalent to thirty plus hours may be considered.

Experience:

Minimum three years experience in a business office or educational agency required.

Skills/Other:

Ability to pass proficiency testing at the intermediate level in the use of Microsoft Word and Excel, business math, spelling, and typing (45 wpm) required. Demonstrated effective use of word processing, spreadsheet, and database management software required. Competent in the use of the Internet. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to solve problems logically and effectively, to work independently, to manage multiple tasks, and demonstrate effective time management skills. Excellent oral and written communication skills. Ability to work a flexible workday, work week, and work year. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Ability to maintain a calm, poised, and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

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Special Job Considerations:

Certification:

Type of Certification:


Bargaining Unit: Genesee Intermediate Educational Support Personnel Association

Salary Schedule: Classified Salary Schedule

Immediate Supervisor: Director, Compliance and Special Services Administration

Supervision:

Date: February 19, 2025

Approved: TLH: tlf 

Job Description: 999