



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Administrative Secretary I, Special Education Services

Job Summary:

The Administrative Secretary I, Special Education Services, performs complex secretarial tasks with a high level of judgmental ability. As personal secretary to the assistant superintendent, assists and relieves the assistant superintendent of paperwork and other duties so that they may devote maximum attention to the goals of the department. In cooperation with department administrators, provides leadership, and coordinates secretaries within the Special Education Services Department.

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

1. Supports day to day needs of the Assistant Superintendent.
2. Sets up and coordinates Genesee County Special Education Directors meetings and Superintendents Special Education Committee meetings and associated tasks.
3. Performs responsibilities related to the development of the Genesee County Special Education Director's Association agendas, reports, and minutes.
4. Serves as liaison for assistant superintendent with staff, local districts, and community.
5. Assists the assistant superintendent in the coordination of program projects and goals.
6. Performs secretarial tasks for the assistant superintendent, including scheduling, correspondence, communications, processing data/reports, maintaining confidential records and information, placing and receiving telephone calls and recording messages.
7. Processes the flow of various forms and reports requiring approval of the assistant superintendent.
8. Responsible for correspondence, compiles and generates complex reports and maintains information.
9. Facilitates communications for the assistant superintendent, such as personnel related issues, hiring recommendations, employee evaluations, and corrective action documents.
10. Prepares and submits reports to local districts and community agencies on behalf of the assistant superintendent.
11. Works with program secretaries in the department to coordinate work flow and secretarial assignments between programs and buildings.

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12. Prepares, reviews, and checks for accuracy all department payroll information prior to submission to Business Services for processing.
13. Monitors and coordinates financial data, generates reports and assists with the development of department budgets.
14. Coordinates, records, and facilitates correspondence related to the hiring of special education employees and the documentation of certificates and approvals with the Michigan Department of Education.
15. Consistently models Win-Win leadership.

Other Duties:

1. Assists assistant superintendent with the evaluation of secretaries in the Special Education Services Department.
2. Maintains files and accurate records for all state and federal reports and communications.
3. Performs other related duties as assigned.

Qualifications:

Education:

Bachelor's degree is required. Documented, successful experience may be considered in lieu of the education requirement. Business courses preferred. Administrative Certification preferred.

Experience:

Five to seven years' experience in a similar position or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Supervisory experience preferred.

Skills/Other:

Ability to type 45 to 60 wpm. Ability to work collaboratively with school administrators, staff and local districts. Ability to utilize district technology and work to maintain proficiency, as skill sets change with technology and/or the needs of the district. Ability to solve complex problems logically and effectively, work independently, manage multiple projects simultaneously while meeting tight deadlines, set priorities, utilize resources, identify and address problems. Excellent oral, written, electronic, and interpersonal communication skills. Ability to work a flexible workday and work week. 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. Excellent customer service skills and 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: Not Required

Type of Certification: Not Required

Bargaining Unit: None

Salary Schedule: Administrative Secretary Salary Schedule

Immediate Supervisor: Director of Special Services

Supervision: Department secretaries as needed.

Date: October 5, 1999, December 12, 2020

Approved:

KPM: sb

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