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VACANCY

POSTING DATE: October 9, 2018

TITLE: Secretary – Part Time (4 hrs./day)
Hillside Learning & Behavior Center
Allegan Area Educational Service Agency

QUALIFICATIONS:

1. Associates degree required.
2. Extensive software skills, Internet research abilities and strong communication skills required.
3. Working knowledge of business English, spelling and basic accounting.
4. Ability to collect and analyze data.
5. Knowledge of efficient office practice, procedures and equipment.
6. Effective organizational skills and close attention to detail.
7. Ability to problem solve and work collaboratively.
8. Ability to speak clearly and articulately.
9. Ability to meet and communicate with the public in a positive, professional manner.
10. Ability to work with multiple staff and prioritize tasks.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To perform secretarial, clerical and office management duties necessary for the efficient operation of the Hillside Learning & Behavior Center.

APPLICATIONS: **Internal Applicants** - Submit letter of interest to Michael Livovich at mlivovich@alleganaesa.org. **External Applicants** - You must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired.

DEADLINE FOR APPLICATIONS: Until filled.

ESSENTIAL JOB FUNCTIONS:

1. Ability to use computers to create letters, reports, charts, and email communications etc.
2. Ability to drive among ISD buildings, to Local Districts, to workshops, meetings, and conferences throughout the State.
3. Ability to speak to individuals one-on-one, make presentations, make and respond to telephone calls.
4. Must be able to be on the job 4 hours (e.g. 8:00 AM-12:00 PM) Monday through Friday.
5. Must be able to lift, and move short distances, weights of up to 50 pounds.
6. Ability to be on the job regularly and have a positive attendance record.

PERFORMANCE RESPONSIBILITIES:

7. Greet visitors entering the building and assure their registration in the office.
8. Support staff with office-related tasks (e.g. typing, filing) as needed.
9. Maintain neat office and reception area.; organize and maintain files and materials.
10. Answer telephone and relay messages as needed; take incoming messages from a variety of sources.
11. Operate office machines such as calculator, copier, computers, laminator, fax machine and public addressing system.
12. Perform student information maintenance: emergency information, student information system (PowerSchool) web-based special education student management system, CA-60's and other various forms of information.
13. Assist with purchasing and budget management of program accounts.
14. Coordinate bussing for field trips.
15. Prepare statistical data for various state and school reports.
16. Maintain inventory of office supplies.
17. Maintain the highest level of confidentiality, courtesy, tact and efficient service.
18. Assist other building staff as needed.

19. Accept additional responsibilities as assigned by the Principal.

TERMS OF EMPLOYMENT:

Hours, wages, and benefits to be established by the Board of Education. Scheduled to work a total of (210 days) per year.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on Evaluation of Classified Personnel.

STATEMENT OF ASSURANCE:

The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 1-800-649-3777

DISTRIBUTION:

1. AAESA Employees
2. AAESA Employee Association
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