



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY  
27 N. Rempert Rd.  
Tawas City, MI 48763  
Phone 989.362.3006/ Fax 989.362.9076  
[www.ioscoresa.net](http://www.ioscoresa.net)

## **VACANCY NOTICE**

**Position:** Career & Technical Education Administrative Assistant

**Posting Date:** April 5, 2024

**Reports to:** Career & Technical Education Director

**Summary:** Under the general supervision of the Career & Technical Education Director, provide a wide variety of specialized and complex clerical duties with county and state wide responsibilities. While maintaining confidentiality of sensitive information regarding students and staff, keep and maintain legal special education records and files pertaining to IEPs and specialized programs and services. Ability to greet visitors in a friendly and courteous manner.

**Qualifications:** Candidates shall have a wide variety of knowledge in database management; including importing, exporting, and sorting. Must be fluent in Google Docs, databases, and Excel Spreadsheets. Must possess excellent communication skills, along with the ability to be a proactive and effective planner. Prefer a minimum of three years successful school secretarial experience or comparable.

### **Essential Duties and Responsibilities:**

- Assist with administration duties when CTE Director is out of the building;
- Database Administrator for Skyward and Career & Technical Education Information Systems (CTEIS);
- Maintain Skyward and CTEIS database records for all schools, pupil accounting, and state funding records;
- Attend trainings for CTEIS updates, data collection, and reporting;
- Keep local district office staff informed of updates and changes for reporting practices and procedures;
- Maintain student records including discipline, medical, special education documents, and driving permits;
- Maintain attendance, grades, and demographics information;
- Coordinates Direct Credit, Dual Enrollment Credit, and Articulations for all CTE courses including those at the local schools;
- Maintain K-12 Alert Data
- Work directly with administration on staff issues, prepare documents, and maintain records;
- Prepare staff meeting agendas, materials, and minutes;
- Monitor security cameras;
- Other duties as assigned.

**Salary/Benefits:** Salary commensurate with experience and full benefit package.

**To Apply:** Please submit a cover letter, resume, and three letters of recommendation to:

Iosco RESA  
Attn: R. Foster  
27 N. Rempert Road  
Tawas City, MI 48763  
email: [rfoster@ioscoresa.net](mailto:rfoster@ioscoresa.net)

**Deadline:** April 19, 2024 or until filled