



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:** Special Education Administrative Assistant

**Posting Date:** March 14, 2024

**Reports to:** Director of Special Education

**Summary:** Under the general supervision of the Director of Special Education/Special Education Supervisor, provide a wide variety of specialized and complex clerical duties with county-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 of IDEA and MARSE laws, rules, and regulations. Must be able to interpret and apply information from the Director/Supervisor to staff, and community members, and perform duties of the job description. Must be fluent in Google Docs, databases, and spreadsheets. Must possess excellent communication skills, along with the ability to be a proactive and effective planner. Must have a minimum of three years of successful school secretarial experience.

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

- Responsible for maintaining Skyward, MISD, MSDS, and CEPI databases for all pupil accounting/count reporting.
- Keeps local district office staff informed of updates and changes for reporting practices & procedures.
- Maintains student special education records on paper and in EdPlan/PCG.
- Updates Staff Pool lists, Random Moment in Time Studies and Quarterly Updates through PCG Claiming System.
- Responsible for maintaining CA-60 files of program students.
- Maintains school lunch forms with the LEA district lunch program.
- Maintains and updates student enrollment packets & processes enrollment and student transfers.
- Maintains & updates class lists monthly.
- Maintains & assists with Medicaid scripts for all LEAs, including one-time consents & billing documentation processes.
- Tracks and maintains Special Education Department school closures.
- Responsible for Civil Rights Data Collection in the odd year-end for key education & civil rights issues.
- Work directly with administration on staff issues, prepare documents and maintain records in regards to issues.
- Maintain the utmost confidentiality when dealing with staff and students in all capacities.

**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  
FAX: 989.362.9076  
email: [rfoster@ioscoresa.net](mailto:rfoster@ioscoresa.net)

**Deadline: March 28, 2024**

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Title IX and 504 Coordinator: Hannah Wanks, 27 N. Rempert Road, Tawas City, MI, 989-362-3006 x1129.*