
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action X

Item: Request for new position – Administrative Assistant for SE Finance

Submitted by: Mark Higgins and Kirsten Myers

Date: 7/10/25

Recommended by: Dave Rodgers

Board Meeting Date: 7/21/25

RECOMMENDATION:

Additional administrative assistant position to support special education finance

RATIONALE:

As special education finance continues to grow support is needed to assist in:

- Sending out Memorandums of Understandings, billings to partner schools within MiPSE
- Verifying student data for transportation and center program billbacks to local districts
- Updating grant budget worksheets for local districts at the direction of the Special Ed Finance Supervisor
- Maintaining staffing lists for special education
- Coordinating meetings for special education transportation with constituent districts

POSITION DESCRIPTION

Title:	Administrative Assistant for Special Education Finance
Classification:	Classified (Wage Grade IV)
Reports to and Evaluated By:	Supervisor of Special Education Finance and Transportation
Terms of Employment:	Twelve-month position subject to all rules and regulations covering classified personnel.
Positions Supervised:	None

BROAD STATEMENT OF RESPONSIBILITIES:

Performs basic accounting assistance, as well as routine and advanced secretarial, clerical, and administrative duties to assure efficient and effective operation of the office and a positive impact on the provision of educational services.

DUTIES AND RESPONSIBILITIES:

1. Performs standard and advanced secretarial and clerical duties for supervisor(s) including word processing and other computer operations; originating, editing, and proofing correspondence, minutes, reports, notices, recommendations, and other materials; administers matters generally routine in nature to conserve supervisor(s) time.
2. Initiates, responds to and routes telephone calls; screens and routes incoming mail, publications and other materials, initiates and responds to routine and non-routine inquiries; resolves problems and refers questions with policy and procedure implications to supervisor(s).
3. Gathers and compiles special education data needed for preparing internal/external financial reports; prepares such local, state, and federal reports and grants as directed.
4. Provides positive public relations to callers/visitors; makes arrangements for visitors' comfort.
5. Performs varied secretarial/clerical duties requiring knowledge of departmental and organizational policies and procedures dealing with area of responsibility.
6. Establishes and maintains confidential files for organizational/departmental records in manual and computerized modes.
7. Creates and maintains correspondence, documents, forms, and databases for the center programs.
8. Strong technology and software application skills to include use of Microsoft Excel and Word, Student Information Systems, i.e. PowerSchool and PowerSchool Special Education and Red Rover.
9. Assists with planning and scheduling county-wide meetings for special education finance and transportation.
10. Participates in staff development programs to improve personal job skills and performance.
11. Performs other accounting, secretarial and clerical tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school graduate, plus minimum five (5) year experience in secretarial or related field, preferably in the Special Education environment; requires proven expertise in secretarial and administrative functions, including computer and online skills.
2. High level of communication and interpersonal skills such as discretion, integrity and flexibility to interact effectively with administrators, peers, constituent districts, parents and the general public.
3. Experience with financial data preferred, particularly within Microsoft Excel.
4. Ability to read, comprehend, and transmit complicated and detailed instructions in order to plan and perform job duties.
5. Broad knowledge of organizational operations and policy, and a high level of experience and technical skills.
6. Ability to pay close attention to details; to organize, prioritize and work independently and co-operatively as well as schedule and produce work in a timely manner.
7. Proficiency with a personal computer in a variety of software programs including Microsoft Office (Word, Excel), and Google Suite with the ability to learn new technology applications and tools.
8. Knowledge of Special Education law and rules.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.