



Muskegon Area
Intermediate School District
630 Harvey Street
Muskegon, Michigan 49442-4278

NOTICE OF INTENT TO EMPLOY

POSITION: ADMINISTRATIVE ASSISTANT - SPECIAL EDUCATION

This position provides direct clerical support to the Special Education Curriculum Consultant, Visually Impaired Consultant and Hearing Impaired Consultant.

QUALIFICATIONS:

1. Possession of a high school diploma or its equivalent; Associates Degree preferred.
2. Possession of excellent communication and customer service skills.
3. Demonstrated proficiency with a variety of word processing, desk top publishing, and data entry systems.
4. Possession of excellent organizational and interpersonal skills.
5. An ability to prioritize and address multiple tasks and responsibilities.
6. Experience working in early childhood office or classroom environment preferred.

REPORTS TO: Director of Special Education and Early Childhood Services

ESSENTIAL FUNCTIONS (This Notice of Intent is not an exhaustive list of the duties performed for this position):

1. Assumes responsibility for typical administrative assistant duties including phone and reception functions, word processing, data entry and spreadsheet creation, correspondence composition and distribution, mail distribution, office machine operation.
2. Provides a range of direct assistance to the assigned staff.
3. Makes arrangements for meetings, workshops, professional development sessions, staff travel.
4. Accepts responsibility for the coordination and facilitation of assigned special projects.
5. Generates purchase orders, invoices, meeting minutes, budget reviews, departmental reports and correspondence, and other assigned materials.
6. Accepts responsibility for maintaining necessary rules of confidentiality.
7. Uses a variety of electronic data gathering and reporting systems required by the State of Michigan and/or the MAISD.

STARTING DATE: July 1, 2012

TERMS: This is full-time, 250-day position with full benefits.

SALARY RANGE: The hourly rate for this position is from \$12.00 to \$14.30 (hiring range).

APPLY TO: Please complete an online application and include letter of interest, current resume and transcripts at www.muskegonisd.org/jobs. Once there, follow the link in the first paragraph to apply.

CLOSING DATE: June 1, 2012

POSTED: May 15, 2012

David L. Sipka, Superintendent

The MAISD adheres strictly to its policy on non-discrimination in all programs, services, activities, and employment. Discrimination is prohibited on the basis of race, creed, color, religion, national origin or ancestry, gender, age, height, weight, marital status, disability, or genetic information. Discrimination inquiries may be directed to (231) 767-7250 (disability) or (231) 767-7213 (all other).