



## EXECUTIVE ADMINISTRATIVE ASSISTANT FOR SPECIAL EDUCATION, INCLUDING DATA MGT. JOB POSTING

EDUCATIONAL QUALIFICATIONS:	<ul style="list-style-type: none"> <li>• High School Diploma required; associate degree in a related field preferred</li> </ul>
MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> <li>• Pass and maintain School Employment background check</li> <li>• Adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> <li>• Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)</li> </ul>
ESSENTIAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:	<p>The Administrative Assistant for Special Education will support the Special Education Administrators and staff in daily activities and special projects.</p> <ul style="list-style-type: none"> <li>• Communicate effectively with administration, staff, students, community, and educational partners to provide information, guidance, and compliance corrections related to special education</li> <li>• Oversee student transfers in Illuminate to maintain accurate special education caseloads</li> <li>• Collect, review, and track special education paperwork, ensuring all documents are signed and in compliance with legal timelines and audit standards</li> <li>• Serve as the Illuminate platform administrator, which includes user management and permissions, code management, and working with Illuminate Support to resolve issues</li> <li>• Serve as the district's primary point of Medicaid billing, ensuring audit readiness and supporting staff with proper documentation practices</li> <li>• Develop and disseminate a Medicaid training module for varying SE discipline groups across the Huron ISD and local school districts</li> <li>• Manage Medicaid billing in the Illuminate Education platform, including submitting claims for special education services in compliance with state and federal guidelines</li> <li>• Obtain and maintain scripts and referrals for medical services</li> <li>• Partner with the Technology Assistant to ensure accurate, timely student count submissions</li> <li>• Effectively utilize Skyward for student data tracking, requisitions, and calendar functions</li> <li>• Assist with compliance for legislative, Michigan Department of Education, and Office of Special Education requirements</li> <li>• Enter and analyze data, maintain multiple data and Excel systems</li> <li>• Responsible for the Special Education module of the YellowFolder software and uploading of active and inactive SE files for digital recordkeeping and access</li> <li>• Plan, prepare, and submit computer documents, flyers, charts, graphs, and reports</li> <li>• Ability to use technology to support learning, and have the skills to research effectively, including the use of the Internet for research, Google Applications, Microsoft Word/Excel, and other educational software and programming</li> <li>• Participate in professional development opportunities and demonstrate a commitment to continuous learning</li> <li>• Collaborate with other executive administrative assistant team members to ensure time-sensitive tasks are accurately completed, and coordinate calendars to ensure office coverage</li> <li>• Perform clerical and reception tasks</li> <li>• Regular and consistent in-person attendance</li> </ul>

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron ISD 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406. The Huron ISD is an Equal Opportunity Employer.



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	<ul style="list-style-type: none"><li>• Maintain work calendars and organize task lists for self and staff</li><li>• Valid driver's license with reliable transportation</li><li>• Other responsibilities as deemed appropriate by the supervisor</li></ul>
TERMS:	<ul style="list-style-type: none"><li>• 230-day year-round work calendar, 7.5-hour workdays</li><li>• Wage and benefits, per non-union support staff guide<ul style="list-style-type: none"><li>○ \$38,832 - \$53,170; commensurate with degree, experience, and expertise</li><li>○ Full family medical, dental, optical, life insurance, and long-term disability, effective on the start date, or cash-in-lieu of benefits</li><li>○ Retirement through the Office of Retirement Services (ORS)</li></ul></li><li>• Occasional off-site travel and activities</li><li>• FLSA: Non-Exempt</li></ul>
APPLY TO:	<p>Email letter of application, resume with references, and any credentials to: <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></p> <p><b>Applications will be accepted through May 18, 2025.</b> Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.</p>
POSTING DATE:	Wednesday, May 7, 2025