



HURON LEARNING CENTER ADMINISTRATIVE ASSISTANT – LEAD ROLE JOB POSTING

MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> • High School Diploma, Associates Degree preferred • Must be physically capable of rigorous work, sitting on the floor, standing, bending, and lifting a minimum of 50-pounds • All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, www.huronisd.org homepage • Pass and maintain school employment and LARA comprehensive background check
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p>The HLC Administrative Assistant is responsible for clerical duties, as directed by administration. This position supports HLC staff, pre-school students and students with significant disabilities. They strive to develop positive relationships with staff, students and their families.</p> <ul style="list-style-type: none"> • Provide safe and welcoming office environment, follow secure entry procedures • Perform clerical and reception duties, and maintain HLC inventory • Efficient with scheduling appointments and referrals for Early-On Services • Effectively utilize Skyward for student data tracking, requisitions, and calendar functions • Serve as back-up to other HLC admin assistant to maintain work calendars, and substitute teacher and para coverage schedule in Frontline software • Utilize Illuminate for student special education data, evaluation and IEPs • High degree of proficiency in office practices and procedures • Monitor security cameras throughout school environment • Must be accurate, efficient, and capable of handling detailed data assignments • Proficient computer skills including Microsoft Office Suite • Coordinate transportation with parents and Thumb Area Transit • Communicate and maintain productive, positive relationships with students, staff, parents, administrators and community agency personnel • Use technology as an instructional, communication and organizational tool • Support administrators and teachers to increase efficiency and effectiveness • Maintain confidentiality at all times • Demonstrate the ability to work without direct supervision • Participate in professional development opportunities and demonstrate a commitment to continuous learning • Regular and consistent in person attendance • Valid driver's license • Other duties requested by Supervisor
TERMS OF EMPLOYMENT:	<ul style="list-style-type: none"> • Wage and benefits per HISSA Bargaining Agreement https://secure.munetrix.com/app_assets/docs/school_transparency/HISSA-Contract-2021-2023-with-letter-agreement-March-2022-2827-1646670987-3318.pdf <ul style="list-style-type: none"> ○ Single subscriber medical, dental, optical, life insurance and long-term disability, effective on start date, or cash-in-lieu of benefits ○ Retirement through the Office of Retirement Services (ORS) ○ Sick and Personal Days • Year-round, 225-day work calendar

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 Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.

	<ul style="list-style-type: none"> FLSA: Non-Exempt
APPLY TO:	<p>Send letter of application and resume with references to:</p> <p>Julie Toner, HR Huron ISD 1299 S. Thomas Road, Ste. 1 Bad Axe, MI 48413</p> <p>Or, by emailing: jtoner@huronisd.org</p> <p>Applications accepted through Wednesday, June 1, 2022 at 12:00 pm</p>
POSTING DATE:	Tuesday, May 17, 2022

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 Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.