



4670 11th Street
East Moline, IL 61244
309-796-2500
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Christan Schrader
Director

Executive Administrative Assistant Job Vacancy

Full-Time (40 Hours/Week) 12-Month Position

DESCRIPTION:

- Provide assistance to the Director.
- Assist in the preparation of agendas, open and closed session minutes, and notices for Superintendents' Advisory Committee and Governing Board. Post the necessary information on the website.
- Maintain BHASED confidential personnel files and general files in Administrative Office.
- Process and maintain files on job vacancies and applicants.
- In-services
 - Assist in preparation of BHASED in-services.
 - Set up and monitor on-line registrations and fees.
 - Email in-service flyers to appropriate individuals.
- Child Count and Personnel Claims
 - Coordinate and process annual child count and personnel data.
 - Input date information into computer system.
 - Enter reimbursement claims.
 - Process Illinois State Board of Education correspondence and error listings.
- Student Records/IEPs
 - Process IEP's from the Embrace system.
- Enter IEP information on computer system.
- Process phone calls/email requests for information relating to adding/transferring students in the Embrace system.
- Maintain student files.
- Process Medicaid Administrative roster for BHASED and monitor "Random Moment In Time" survey completion by selected participants.
- Maintain a high level of professional expertise and flexibility in all interactions and in all job related contacts.
- Assume any other duties as assigned by the Director.

QUALIFICATIONS: Three to five years experience in a related position. Excellent computer and data entry skills required. Prior experience in schools and knowledge of special education preferred. Detail oriented and ability to work independently and as a team member.

COMPENSATION: Based on skills and experience.

BENEFITS: 10 paid holidays per year. Paid sick, personal, and vacation time. Eligible for health insurance.

HOW TO APPLY: Complete employment application at www.bhased.org and submit along with a letter of application and three professional references to:

Christan Schrader
Black Hawk Area Special Education District
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cschrader@bhased.org