



Bloomington Public Schools

Position	ISS Supervisor & Administrative Assistant to Assistant Principal	Job Location	Bloomington Middle and High School
Date Posted	1/26/2024	Reports To	Brandon Lukes, Principal
Closing Date	Until Filled	Job Type	Full Time
Salary/Benefits	Determined by Contract	Start Date	Immediately
How to Apply	Submit letter of interest and resume to blukes@bdalecards.org		

General Job Description:

The ISS supervisor and administrative assistant to Assistant Principal for attendance, discipline and school climate will assist in the maintenance of attendance and discipline records, and in-school supervision.

Qualification:

- No physical or mental restrictions that would, with reasonable accommodation, prevent performance of the essential job functions and responsibilities.
- Possession of a high school diploma, or its equivalent, and some advanced training through continuing education, junior college or four year college. (Preferred)
- Prior successful experience with computers including word processing, databases, spreadsheets, mass mailings, and working with information on a network.
- Clerical experience in organizing office space and materials.
- Ability to communicate positively and work effectively with staff, students, parents and the public.
- Possession of the academic skills necessary for regularly assigned tasks (handwriting, spelling, grammar, computer, creating letters, etc.).

Performance Responsibilities:

- Work with the Assistant Principal to complete and maintain accurate attendance and discipline records.
- Provide administrative assistance to the Assistant Principal; make, schedule, and arrange meetings and conferences.
- Draft and type correspondence for the Assistant Principal as requested.
- Initiate registration of new students, ensuring that all relevant paperwork is completed and that students and parents complete all steps in the enrollment process.
- Complete the student count data entry and paperwork for the High School and Middle School as required by Michigan Department of Education rules and guidelines.
- Manage phone calls coming into the office.
- Assist students, staff, and parents who are in need of information.
- Coordinate the mailing of attendance information being sent home to parents.
- Enter all discipline referrals into the school database.
- Parent communications regarding attendance, discipline, and student services.

- Coordinate middle school locker cleanout at the end of each year.
- Assist Assistant Principal in contacting parents regarding any discipline referrals that involve detention or suspension.
- Act as the communication liaison from the Middle and High School to the Van Buren Technology Center and Van Buren County Sheriff Office.
- Track and report weekly school diseases to the Van Buren District Health Department.
- Maintain all student discipline and attendance files.
- Assist the Assistant Principal in the monitoring and reporting of school attendance.
- Communicate with parents of at-risk students regularly regarding academic standing.
- Develop incentives for good behavior and completing assignments and work with the administration on implementation.
- Show a positive attitude toward self, students, staff, and job.
- Act as a positive role model for students (behavior, health, respect for others, respect for materials, enthusiasm for learning, etc.)
- Participate in staff development activities that will increase job effectiveness.
- Perform to the best of his/her ability other such tasks and responsibilities as may be assigned by the Principal, Counselor, Assistant Principal for Attendance & Discipline, Assistant Principal for Intervention & Student Services, or Superintendent.

It is the policy of the Bloomingdale Public School District not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight, or handicap on its employment practice as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

Inquiries related to section 504, Title VI, and Title IX, and any other federal or state Laws prohibiting discrimination should be directed to Dr. Deanna Dobbins, Superintendent of Schools, P. O. Box 217, Bloomingdale, MI 49026. (269) 521-3900.