



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY

27 N. Rempert Rd.

Tawas City, MI 48763

Phone 989.362.3006/ Fax 989.362.9076

www.ioscoresa.net

VACANCY NOTICE

Position: Director of Administrative Services

Posting Date: March 13, 2024

Reports to: Superintendent

Qualifications:

1. Master's degree; Valid School Administrator Certification; minimum of five (5) years successful school experience; background in Criminal Justice strongly preferred.
2. Ability to multitask and keep accurate records;
3. Problem solving skills coupled with the ability to communicate with others.

Job Description:

1. Transportation Coordinator:
Manage and maintain a master schedule and direct the transportation staff in an efficient and safe manner.
2. School/Community Liaison Officer:
Work with the four local school district and the Alternative Educational Academies, parents, various human service agencies, law enforcement agencies, and appropriate court personnel to help ensure school success and attendance for the students.
3. McKinney-Vento Coordinator:
Work with the four local school district and the Alternative Educational Academies to help homeless students work through barriers.
4. School Safety Coordinator:
Coordinate all safety drills with appropriate staff; maintain records and report to the State.
5. Coordination of Mental Health Counselor/Social Worker (31n Grant Funded)
6. Other duties as assigned by Superintendent.

Salary/Benefits: Salary commensurate with experience, annualized contract, full benefit package.

To Apply: Please submit a cover letter, resume and three letters of recommendation to:

Iosco RESA
Attn: R. Foster
27 N. Rempert Road
Tawas City, MI 48763
FAX: 989.362.9076
email: rfoster@ioscoresa.net

Deadline: Until filled.