

*COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59*  
*Elk Grove Township Schools*

**ASSIGNMENT:**        **Administrative Assistant – Level IV**        **GROUP:**        **ESP**

**DEPARTMENT:**        **Business Services**        **FLSA STATUS:** **Non-Exempt**

**EDUCATION:**        **High School Diploma; College preferred**

**TERMS OF EMPLOYMENT:** **12 months**

**REPORTS TO:**        **Chief School Business Official (CSBO)**

**Job Goal:**        Assist the CSBO in overall functions of the Business Services Department.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED):**

- Excellent organizational skills to organize workflow and maintain deadlines.
- Keyboard, ten-key, editing, basic accounting, strong math aptitude and general office skills.
- Proficiency in spreadsheets, word processing and presentation software.
- Proficient in district's financial software and student database software and other software applications as needed for work performance.
- Must have excellent interpersonal relations and communication skills and be a team player.
- Evidence of good judgment, trustworthiness, flexibility, and emotional maturity especially in the handling of confidential materials.
- Leadership capabilities and self-direction; ability to perform under stressful conditions.
- Exercise initiative and make decisions independent of supervisor.
- Ability to organize and prioritize verbal and written instructions to accomplish tasks.
- Must have the ability to travel to/from various locations in the district as needed.

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for general operation of the CSBO'S office functions including correspondence, Board resolutions, reports, calendars, meeting schedules, budgets, screening calls, and maintaining files relative to the CSBO and other Business Services activities.
2. Provides direct assistance in district-level budget development and financial monitoring, including reporting and revenue claim and grant submissions.
3. Monitors grant timelines and financial compliance including the collection of data and entry to meet financial reporting requirements.
4. Coordinates district facility-use program in accordance with district policy and regulations and serves as primary liaison with outside groups who use district facilities.
5. Serves as point person regarding district property and liability insurance coverage, certificates of insurance, and assures proper and timely reporting of claims.
6. Monitors student accident claims in accordance with loss control activities, including trends and potential litigation.
7. Maintains records and processes notifications associated with district property and property tax issues, including real estate tax-exempt report, assessment appeals, and records related to the District's tax base.
8. Assists in transactions involving sale/purchase/lease/transfer of property.

9. Coordinates student residency investigations and subsequent actions.
10. Maintains inventory of district-owned musical instruments and coordinates repair and maintenance of these instruments.
11. Maintains Business Services web page, Business Services Procedures Manual, and department forms.
12. Responsible for the district's compliance with the Illinois Local Records Act Retention/Destruction Policy for non-student records.
13. Develops and maintains a proper rapport with School Board members, parents, community, and teachers
14. Coordinates requests for information specific to the Business Services Department.
15. Serves as back-up to Transportation Coordinator as needed.
16. Serves as back-up to Accounting data entry processes as needed.
17. Serves as Authorized Purchaser for office of CSBO.
18. Serves as attendance monitor and approver for appropriate department employee attendance.
19. Plans and independently completes projects with discretion and independent judgment as assigned by the CSBO, including confidential materials.
20. This list of essential job functions is not exhaustive and may be supplemented as necessary by the CSBO.

#### **CORE COMPETENCIES**

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

#### **Physical Activity Requirements**

- Routine physical activity associated with normal office environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer, extensive reading.

**EVALUATED BY: CSBO**