

**Hinsdale High School District 86**  
**JOB DESCRIPTION**

**Job Title:** Administrative Assistant  
**Calendar Work Days:** 10 or 12 month  
**Supervisor:** Will vary by assignment  
**Status:** Non Exempt - Non-Union

**POSITION SUMMARY**

Provides administrative support to an individual and/or a department in support of the school and/or district operations.

**QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:**

- High school diploma or equivalent required
- Associate degree preferred.
- Intermediate to advanced skills in Microsoft Office and G-Suite.
- Skilled in operating office technology including e-mail, Microsoft Office, G-Suite, voice mail, fax, copier, etc.
- Excellent verbal and written communication skills
- Ability to communicate in English (speak/read/write)
- Ability to set work priorities, multi-task and work independently, and use time management and organization strategies well.
- Presents a professional image and interacts professionally with faculty, staff, students and community

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on department needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor. In addition to the duties below, other duties may be assigned.

- Provides administrative support to individuals in leadership positions and/or department staff including clerical and administrative tasks such as drafting correspondence, memos, processing invoices, scheduling, ordering food, reserving space, etc.
- Prepares reports which include routine reports and ad hoc reports as requested.
- Receives incoming communication or memos on behalf of staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Schedules appointments and meetings and may attend either as requested by supervisor or administration.
- Maintains a variety of files, records, inventories, office procedures on a daily basis.
- District wide G-Fund responsibilities.
- Support or assist with engaging substitute coverage for teachers and/or paraprofessionals.
- Orders and manages office/department supplies as needed.
- Completes work orders and facilities reservations as needed.

- Communicates with parents/guardians when appropriate and within the area of responsibility. Knows when to transfer the parent/guardian to the supervisor.
- Communicates with outside vendors and representatives as appropriate.
- May assist with timeclock or timesheet processing.
- Additional duties and responsibilities as assigned including but not limited to assisting with and/or covering for other Administrative Assistants during absences or busy times, supervising students, assisting in emergency situations, and other tasks required to ensure the safe and effective operations of the school.
- Other duties as assigned

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 10 pounds regularly/daily. The employee is required to use computers and other office equipment. Specific vision abilities required by this job include close vision, such as to read type or hand written material. The noise level in the work environment is generally quiet but can also be that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**Notice of Nondiscrimination:**

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR  
 Jodi Bryant  
 Assistant Superintendent of Human Resources  
 5500 South Grant Street  
 Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit [https://ocrcas.ed.gov/contact-ocr?field\\_state\\_value=652](https://ocrcas.ed.gov/contact-ocr?field_state_value=652) for the address and phone number of the office that serves your area, or call 1-800-421-3481