
Elmhurst CUSD 205

School Administrative Assistant - York Assistant Principals

Supervisor: Assistant Principals & Department Chair

FLSA Status: Non-exempt

Position Type: PSRP

Category: A

Summary

Provides direct administrative support to student services, the high school main office, and the York assistant principals. Supports students, parents, and staff in the high school main office as needed.

Essential Duties & Responsibilities

- Maintain the Calendar of Events for all school, district, and outside activities held at York High School, including booking all spaces used at York High School.
- Coordinate building rentals for non-district rental groups, including invoicing rental groups monthly.
- Work closely with maintenance, technology, athletics, and administration to coordinate events and the event calendar.
- Assist in the coordination of special events including, but not limited to, York Open House, Parent/Teacher Conferences, Eighth Grade Academic Night and Activity Fair, and Commencement.
- Assist with schoolwide mailings when needed.
- Generate purchase orders related to student services (workshops, events, conferences, etc.) and complete settlements for the division chair's P-card.
- Schedule all 504 annual and three-year reevaluation meetings with parents, counselors, appropriate staff, and guests. Maintain and update the master list for all 504 meetings so it is current for the following year. Update student records in Embrace.
- Serve as backup for other assistants as needed or when absent.
- Act as main receptionist in the Principals' Office and assist in providing substitute coverage.
- Communicate emergencies to administration, deans, and police liaisons.
- Produce the Student Agenda Planner.
- Serve as a resource to support staff on software applications.
- Communicate with parents regarding proof of residency prior to the first day of school; collect and verify residency documents and new student registration paperwork; coordinate with the front office and district on residency investigations; ensure students do not start school until residency is provided.



- Monitor PowerSchool enrollment: confirm parents have completed online registration and that registrations are correctly identified as new or returning; communicate with parents about how to complete registration and troubleshoot technology issues.
- Work closely with the technology team on enrollment, PowerSchool, and PowerSchool Enrollment changes and issues.
- Review parenting agreements and add alerts in PowerSchool when warranted.
- Maintain PowerSchool and other databases within the York Student Services team.
- Maintain student records for permanent files related to financial assistance.
- Purge and merge senior files and label/add incoming freshmen files to the vault at the end of the school year.
- Maintain other student and office records as required.
- Perform other duties as assigned by administration.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

This role requires an individual who consistently measures their work against high standards of excellence and adapts effectively to changing priorities. They synthesize diverse information, using data, experience, and sound judgment to guide decisions, while identifying and resolving problems in a timely and thoughtful manner. Clear communication is essential, both orally and in writing, with attention to accuracy, organization, grammar, and appropriate formatting. The individual demonstrates dependability through consistent attendance, punctuality, meeting deadlines, and taking responsibility for their actions, while managing time and workload efficiently to produce high-quality work in a timely manner. They approach challenges with initiative and creativity, seek feedback, and engage in continuous learning to maintain strong job knowledge and effective use of required technology. Collaboration is central to their work, as they support team goals, and foster a positive and respectful environment that values diversity and cultural sensitivity. They address conflict calmly and objectively, act with integrity, adhere to policies, support organizational goals, and follow safety and security procedures. Professionalism is reflected in their appearance, conduct, and ethical decision-making, as well as in their ability to think strategically within the broader organizational context and adjust their approach as needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and/or Experience

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of stakeholders or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect and interpret data, establish facts, and draw valid conclusions. Ability to collect an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Skyward, RevTrack, Aesop, Gmail, School Messenger, PT ConferenceMaker, Powerschool, InfoSnap, Raptor, IWAS, SIS, Web Page Management, Konica Minolta Systems, Bogen Commander, EMS, PD Express, Language Link, PowerPoint or similar presentation program, Excel, Google Sheets, Word, and Google Docs.

Certificates, Licenses, Registrations

Illinois Notary Public Certification (*preferred; required if assigned district-related notarial duties*)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.