



## JOB DESCRIPTION

### Executive Assistant - Teaching, Learning, and Assessment

#### GENERAL INFORMATION

<b>Title:</b>	Executive Assistant of Teaching, Learning, and Assessment	<b>Union Status:</b>	Exempt
<b>Department:</b>	Teaching, Learning, and Assessment	<b>Work Year:</b>	260 Days
<b>Location:</b>	ESC	<b>Reports To:</b>	Asst Supt of Teaching, Learning, and Assessment
<b>ISBE Classification/Code:</b>	NA	<b>Evaluation:</b>	Annually by Asst Supt of Teaching, Learning, and Assessment
<b>FLSA Status:</b>	Non-Exempt	<b>Supervisory Responsibilities:</b>	None
<b>Salary:</b>	\$55,000.00	<b>Benefits Info:</b>	<a href="#">Board Paid Single Coverage</a>

#### **GENERAL RESPONSIBILITIES:**

To support the Assistant Superintendent of Teaching, Learning and Assessment with tasks such as scheduling; reviewing, prioritizing and responding to emails; answering and returning phone calls; organizing documents; maintaining records; taking notes at meetings and any other administrative tasks as needed.

#### **ESSENTIAL FUNCTIONS:**

- Provide secretarial supports to the Assistant Superintendent for Teaching, Learning, and Assessment
- Provide project management leadership, communication, and task support to departmental secretaries
- Maintain and update personnel and student information within IWAS and ISBE data management system
- Assist with Federal grant data entry and budget/expenditure monitoring to include organizing and monitoring private school grant requests and expenditures
- Assist with departmental budget monitoring, P-Card statements, and expense reporting; generate budget updates as requested
- Maintain active extracurricular documentation, school club list and assist schools with timesheet processing
- Support department administration with coordination and communication of Summer programming
- Support all aspects of professional development to include room reservations, staff sign-in, CPDU documentation/evaluation and assist with coordinating Institute Day needs to include preparing and submitting Institute Day application
- Process invoices for payment
- Coordinate data upload, management and revision, and communication of state testing platforms (e.g., PAN, TechNow, etc.)
- Assist schools with technical problems occurring with state testing platforms
- Collaborate with Department of Human Resources to maintain updated records for teaching and learning staff to include certified and paraprofessional staff
- Add Teaching and Learning BOE submissions to Board Docs
- Provide record keeping, contracts and billing for departmental purchases
- Timekeeper for Teaching and Learning department including administration and staff
- Assist with monthly department newsletter
- Update communications to families via blackboard as needed
- Ensure written and oral communication with school and district staff is professional and timely in nature
- Work with STEM staff on material management and purchases
- Compile data and report information related to student acceleration and retention processes
- Communicate with Curriculum Inventory and Distribution Specialist staff to ensure materials are inventoried and distributed to staff in a timely manner
- Track department technology needs and maintenance of equipment
- Work with department leaders to prepare information and coordinate state audits
- Perform other duties as assigned



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#### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS:**

To support the Assistant Superintendent of Teaching, Learning and Assessment with use of computer and web-based applications, direct experience in budget monitoring, scheduling; reviewing, prioritizing and responding to emails; answering and returning phone calls; organizing documents; maintaining records; and taking notes at meetings. Ability to maintain confidential information is essential to success in this role. Other administrative tasks as needed.

#### **EDUCATION, CREDENTIALS AND/OR EXPERIENCE:**

- Bachelor's Degree preferred
- Minimum OF three to five years of office or related experience
- Three to five years working with Google Suite, Microsoft Office, or similar applications

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in office environmental conditions. The employee occasionally works in the evenings or on weekends. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

*The physical demands and work environment described 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.*

**Reviewed/Revised:** May, 2023 - Salary and Benefits added April 2026

*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.*