



## CHSD117 Job Description

### Executive Assistant to the Superintendent

#### GENERAL INFORMATION

*TITLE* ..... Executive Assistant to the Superintendent  
*BUILDING* ..... District Office  
*REPORTS TO* ..... Superintendent  
*LENGTH OF CONTRACT* ..... Twelve (12) month position  
*SALARY* ..... Commensurate with experience

#### Qualifications:

- Experience as an executive-level secretary.
- Effective oral and written communication skills and strong interpersonal skills
- Effective organizational and time management skills
- Dependable, ethical, and strong work ethic
- Ability to take the initiative, work independently, meet deadlines, follow complex directions, and adapt to changing demands, activities, and workloads
- Knowledge of Microsoft Word, Excel, and the Google suite is required.
- Handle confidential information professionally and ability to use discretion and exercise sound judgment

#### MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES:

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- The Executive Assistant works collaboratively, cohesively and effectively with the Superintendent and the Board of Education while maintaining a high level of confidentiality.
- Attend regular and special scheduled meetings of the Board.
- Prepare materials necessary for an effective Board Meeting. Post necessary notices, inform the media of meetings. Preparation and distribution of minutes for approval at the following Board Meeting. Maintain official minute books of the Board of Education.
- Serve as recording secretary of Board of Education meetings.
- Maintain the District Policy Manual as policies are approved.
- Maintain District Administrative Procedures.
- Make arrangements, as necessary, for special events hosted by the Board (Area Board/Administrator Meeting, Staff Recognition Tea, Board/New Faculty Dinner, etc.)
- Maintain an accurate record of years of experience in the District for each employee for the purpose of providing recognition at Staff Recognition Tea.
- Maintain accurate records of approved requests for tuition reimbursement, and the receipt of transcripts to certify the completion of courses approved for reimbursement.



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- Organize and maintain personnel/evaluation files of the District.
- Upon hire, meet with new employees to collect, verify and maintain employment paperwork for new employees. Assure that candidates applying for certified positions are properly certified.
- Maintain list of licenses of Administrators and certified staff.
- Calendars
  - Prepare BOE Meeting Schedule with Presenters
  - Prepare Academic Calendar
  - Prepare ESP Calendars
  - Prepare Activity Calendar for BOE
- Prepare and send Student Positive Action Letters for Superintendent.
- Prepare and maintain Honorable Dismissal List.
- Prepare and send letters to certified staff who achieved Excellent evaluations.
- Maintain District Intranet.
- Maintain District Website
  - BOE Agenda & Minutes
  - BOE Training
  - Business Office Information
- Maintain spreadsheets for Administration
  - Leave of Absence
  - Approved Overnight Field Trips
  - New Hires/Terminations
- Prepare New Teacher Handbook with Principal's Secretary at both schools.
- Maintain data in Absence Management (Aesop) for employees and substitutes.
- Maintain substitute base.
- In concert with administrative and supervisory personnel, maintain employee job descriptions.
- Prepare and request certificates of insurance annually.
- Maintain and order Complimentary Passes for all staff and BOE members.
- Prepare spreadsheet for Fingerprint appointments @ District 34. If receiving fingerprint results for WFF or Arbor, notify Supervisors of outcome.
- Assist NHS Sponsors with applications and postings in Recruiting & Hiring (AppliTrack) and maintain Faculty Committee members to ensure ability to view NHS applicants.
- Order office supplies for the District Office.

*Revised 3/2023*



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