

Community Consolidated School District 21 Job Description

Administrative Assistant to the Deputy Superintendent & Cabinet Secretary

Reports To: Deputy Superintendent

FLSA Status: Non-Exempt

Position Summary:

The Administrative Assistant to the Deputy Superintendent & Cabinet Secretary provides high-level administrative support to the Deputy Superintendent and serves as the primary secretarial support for the District Cabinet team. This role requires exceptional organizational skills, meticulous attention to detail, strong communication abilities, and the capacity to handle confidential information with discretion. The successful candidate will be proactive, resourceful, and possess the ability to manage multiple tasks efficiently in a fast-paced environment. This position plays a critical role in ensuring the smooth and effective operation of the Deputy Superintendent's office and the District Cabinet.

Essential Duties and Responsibilities:

Support to the Deputy Superintendent:

- Manage the Deputy Superintendent's daily calendar, including scheduling meetings, appointments, and travel arrangements.
- Screen and prioritize incoming communications (phone calls, emails, mail), responding independently when appropriate and ensuring timely follow-up.
- Prepare correspondence, reports, presentations, visuals and other documents with accuracy and professionalism.
- Maintain organized electronic and paper filing systems for the Deputy Superintendent's office.
- Coordinate and manage logistics for meetings and events hosted by the Deputy Superintendent.
- Process expense reports, purchase orders, and other administrative paperwork.
- Assist with special projects and initiatives as assigned by the Deputy Superintendent.
- Maintain confidentiality of sensitive information and exercise discretion in all interactions.
- Serve as a point of contact for internal and external stakeholders on behalf of the Deputy Superintendent.

Support to the District Cabinet:

- **Meeting Management:**
 - Collaborate with the Superintendent and Deputy Superintendent to develop and distribute agendas for Cabinet meetings in a timely manner, ensuring alignment with district priorities and strategic goals.
 - Collect agenda items from Cabinet members and compile comprehensive meeting packets with relevant supporting documentation.
 - Attend all Cabinet meetings, accurately record detailed and concise meeting minutes, and distribute them promptly to Cabinet members for review and approval.

- Track action items arising from Cabinet meetings, follow up with responsible individuals, and provide regular updates on progress.
- Manage the scheduling of additional Cabinet meetings, retreats, and work sessions as needed.
- Maintain an organized archive of Cabinet meeting agendas, minutes, and related documents.
- **Strategic Plan Support:**
 - Assist Cabinet members in tracking their progress towards the implementation of strategic plan objectives and related tasks.
 - Develop and maintain systems for collecting and organizing data related to strategic plan initiatives.
 - Prepare reports and summaries on the progress of strategic plan implementation for the Cabinet and other stakeholders as directed.
 - Facilitate communication and collaboration among Cabinet members regarding strategic plan activities.
- **General Administrative Support:**
 - Maintain a central contact list for the District Cabinet.
 - Assist with the coordination of district-wide initiatives and projects involving the Cabinet team.
 - Support the preparation and distribution of internal communications from the Cabinet.
 - Manage shared resources and supplies for the Cabinet as needed.
 - Provide general administrative support to Cabinet members as requested, within the scope of the position.

Qualifications:

- Minimum of two (2) years of progressively responsible administrative support experience, preferably in an educational or public sector environment.
- Demonstrated experience supporting senior-level executives.
- Must possess graphic design skills as creating visuals is required in this position.
- Proven ability to manage complex schedules, prioritize tasks, and meet deadlines in a fast-paced environment.
- Exceptional organizational skills and meticulous attention to detail.
- Excellent written and verbal communication skills, including strong grammar, spelling, and proofreading abilities.
- Highly proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant technology.
- Experience taking and transcribing accurate meeting minutes.
- Ability to maintain confidentiality and exercise sound judgment and discretion.
- Strong interpersonal skills and the ability to work effectively with a diverse group of individuals.
- Proactive and resourceful with a strong problem-solving aptitude.
- Familiarity with strategic planning processes is a plus.

Competencies:

- **Organization and Planning:** Establishes clear priorities, develops effective plans, and organizes resources efficiently to accomplish goals.
- **Attention to Detail:** Thoroughly and accurately completes tasks, noticing and correcting errors.

- **Communication (Written & Verbal):** Expresses ideas clearly and concisely in both written and oral formats; actively listens and responds appropriately.
- **Time Management:** Effectively manages time and prioritizes tasks to meet deadlines.
- **Confidentiality and Discretion:** Handles sensitive information with integrity and maintains confidentiality.
- **Interpersonal Skills:** Builds and maintains positive working relationships with colleagues and stakeholders.
- **Problem Solving:** Identifies and analyzes problems, develops effective solutions, and takes appropriate action.
- **Initiative:** Proactively seeks opportunities to improve processes and take on new responsibilities.
- **Technology Proficiency:** Demonstrates competence in using relevant software and technology to perform job duties effectively.

Working Conditions:

- Primarily works in an office environment.
- May be required to sit for extended periods of time.
- Occasional evening or weekend work may be required to meet deadlines or support special events

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign or modify duties at any time.