TOWNSHIP HIGH SCHOOL DISTRICT 211

Title: Administrative Assistant to the Chief Operating Officer

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. A minimum of five (5) years' successful administrative assistant experience, preferably in a school setting.
3. Proficiency with the Microsoft Office suite and Google Workspace, with a strong knowledge of Microsoft Word and Excel preferred
4. Excellent organization, prioritization, analytical, and interpersonal skills
5. Exceptional written and oral communication skills, including strong grammar, proofreading and editing skills
6. Exceptional attention to detail
7. Ability to maintain accurate recordkeeping systems
8. Familiarity with the Freedom of Information Act (FOIA) preferred
9. Ability to work under pressure, work independently, adapt to changing assignments, and adhere to deadlines
10. Sound judgment, a high level of trustworthiness, and respect for confidentiality
11. Ability to work quickly and accurately in a deadline-driven environment with frequent interruptions
12. Ability and willingness to work overtime during high needs times of the year as directed

Reports To: Chief Operating Officer (COO) or designee

Supervises: N/A

Objective: To perform Chief Operating Officer support functions promptly, accurately, and efficiently in accordance with District policies, procedures, and schedules with minimal supervision

Performance Responsibilities:

A. Provides administrative support to the COO, including managing calendars, coordinating meetings, preparing materials, maintaining records, and tracking assignments and deadlines.
B. Drafts, edits, proofreads, and formats correspondence, reports, presentations, spreadsheets, and other documents, verifying accuracy, formatting, and consistency before distribution.
C. Coordinates professional communications with District staff, Board members, government agencies, vendors, community members, and other stakeholders on behalf of the COO, as directed.
D. Assists with key financial reports including the annual budget, Annual Comprehensive Financial Report (ACFR), financial forecasts, audit materials, and other financial documents; compiles information, updates schedules, verifies supporting data, and coordinates document production.

E. Prepares and organizes financial reports and supporting documents for submission to the Illinois State Board of Education (ISBE) and other required entities; completes authorized filings, track deadlines, and retains submission confirmations.
F. Assists with preparation of Board of Education agenda materials and supporting documents.
G. Assists in compiling and analyzing data for collective bargaining by preparing confidential spreadsheets, comparison tables, and supporting materials under the direction of the COO.
H. Supports Freedom of Information Act (FOIA) request processing by logging requests, tracking response deadlines, coordinating record collection, and preparing draft correspondence and responsive materials for review by designated District officials or legal counsel.
I. Assists with Illinois Property Tax Appeal Board (PTAB) matters by maintaining case files, tracking deadlines, and coordinating supporting documents with District staff and legal counsel.
J. Maintains accurate records for District tax-exempt properties, including parcel information, exemption documentation, correspondence, and required filings; coordinates updates and follow-up with the appropriate offices.
K. Maintains organized electronic and paper records for financial reports, audits, property tax matters, contracts, correspondence, and other COO functions in accordance with District recordkeeping and retention procedures.
L. Maintains an integrated calendar of reporting requirements, filing dates, Board deadlines, and other recurring obligations; promptly identifies missing information or potential delays.
M. Coordinates with departments to obtain accurate information, resolve discrepancies, and complete assigned projects.
N. Recommends improvements to document preparation, tracking, and office procedures.
O. Provides back-up coverage to other Business Office positions as assigned.
P. Works cooperatively with co-workers and other District employees.
Q. Demonstrates considerable judgment and tact when handling the diverse issues that arise.
R. Maintains a regular, organized filing system, including locked, confidential files.
S. Maintains high standards of professionalism and confidentiality and actively models these for others.
T. Works well under pressure with tight deadlines and frequent interruptions.
U. Follows complex oral and written instructions.
V. Performs other related duties as assigned.

Terms of Employment:	Exempt 2 Position 12-Month Position Salary and fringe benefits as established by the Board of Education
Evaluation:	Performance will be evaluated by the Chief Operating Officer or designee in accordance with the District's evaluation procedures
Pension System:	Illinois Municipal Retirement Fund (IMRF)
FLSA Status:	Non-Exempt
Date:	Last Revised November 3, 2026