



ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Executive Assistant to the Superintendent of Schools and Recording Secretary to the Board of Education

Position:

Administrative Support / Executive Assistant to the Superintendent and Board Recording Secretary

Description:

Full-time Executive Assistant to the Superintendent of Schools and Recording Secretary to the Board of Education. This is a 12-month position with full benefits. The salary and benefits package are market competitive and will be dependent upon experience and education/training.

Qualifications:

Preference will be given to the candidate who has demonstrated success and experience in:

- Public media relations, community education, and communications
- Assisting the Board and administrators serve the community
- Holding office or serving on local, state, or national boards
- Information management
- Technical and organizational skills
- Serving as an ambassador for public schools
- Handling complex and multiple assignments with poise, efficiency, accuracy, and confidentiality
- Committing to thoughtful and thorough service for all constituents

Job Summary:

QUALIFICATION REQUIREMENTS:

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 essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends all meetings of the Board.
- Keeps an accurate and permanent record of the proceedings of the Board and publishes minutes of meetings as required by law.
- Responsible for the scheduling of regular Policy committee meetings, and special meetings of the Board and preparing, together with the Superintendent and President of the Board, an agenda, setting forth all known items of business to be considered at the meeting as well as information and memos delineating the substance of the agenda items.
- Disseminates all information regarding Board meetings to Board members, news media representatives, schools, administrators, and other interested citizens in a timely manner and in accordance with state law.
- Maintains all records of the Board and ensures their safekeeping and availability for public inspection in accordance with state law and district policy.
- Serves as secretary to Board members requiring clerical assistance in the performance of their

office, facilitates in-service training for Board members, locates and disseminates information pertinent to Board duties, and makes meeting registration and travel arrangements for Board members as required by their office.

- Secures and facilitates the distribution of information between the Superintendent, the Board, district employees, the media, and the public.
- Serves as Confidential Executive Assistant to the Superintendent and is responsible for all clerical duties associated with the effective performance of duties of the Superintendent including:
 - Places and receives telephone calls and records messages
 - Welcomes visitors and arranges for their comfort
 - Prepares and types correspondence
 - Maintains files and a library in all areas relating to the superintendency
 - Maintains a schedule of appointments and makes arrangements for conferences and meetings
 - Handles workshop and conference registration and travel arrangements as required by the Superintendent and Board members
 - Orders supplies, subscriptions, and memberships as required by the Superintendent and Board
 - Coordinates district business, meeting logistics, and Board Meeting packets as necessary
 - Writes, emails, notes, letters, and memos as required by the Superintendent and Board
 - Advises the Superintendent of information pertinent to current district concerns
 - Advises the Superintendent immediately of the existence of any problems deemed to warrant prompt attention, advice, or intervention
 - Facilitates procedures regarding district emergencies
 - Attends school and community meetings, workshops, and conferences as determined by the Superintendent
 - Keeps abreast of outstanding achievements by students and staff requiring recognition by the Superintendent and/or Board
 - Maintains effective communication with various city, county, and state offices to facilitate cooperation regarding mutual concerns
 - Promotes effective public relations through telephone and written communications with citizens
 - Coordinates and prepares for special district functions such as community forums, PTA Council Meetings, and the district retirement reception
 - Serves as the district liaison for PTA Council and ABC25 Foundation
 - Assists families with registration in the summer when elementary schools are closed
 - Handles permissive transfer requests
 - Handles residency questions and inquiries
 - Updates the district crisis binders
 - Coordinates, maintains and updates the district's policies and administrative procedures
 - Performs special assignments and other duties as determined by the Superintendent

EDUCATION and/or EXPERIENCE:

- An Associate or Bachelor's Degree with an emphasis in English, communications, public relations, community education, or business administration is preferred. At least three years of secretarial and leadership experience in the school Board/Superintendent environment. Extensive knowledge and ability in the areas of public relations, writing, communications, office management, organization, and business machines.

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.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to resolve problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

- Personal computer skills are necessary. Ability to establish and maintain effective working relationships with Board members, staff, and the school community. Ability to communicate clearly and concisely in both oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.