



Community Unit School District 300 Job Description

Position Title: Administrative Assistant – Teaching & Learning	
Position Code:	Employee Group: DESPA
Salary Grade: 4	FLSA Status: Non exempt
Supervisor title: Assistant Superintendent of Education Services or designee	
Date of preparation: November 2015; Revised September 2026	

Job Purpose: The Administrative Assistant – Teaching & Learning is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

Knowledge, Skills and Abilities:

1. Bachelor's degree or 5-7 years of experience in an office environment required
2. Computer skills including but not limited to: Microsoft office or other office productivity software and the ability to use specialty software
3. Analytical thinking, critical thinking, and problem solving skills
4. Ability to work in a team and across departmental boundaries
5. Knowledge of office equipment
6. Ability to manage time and priorities efficiently
7. Strong interpersonal skills and ability to work cooperatively and efficiently
8. Must be cooperative, congenial, and customer service-oriented
9. Ability to communicate, read and write in English and perform basic math functions
10. Ability to sit, stand, climb stairs, and walk as needed to meet the demands of the assigned job duties
11. Must be able to lift 35 pounds
12. Ability to work under pressure to meet deadlines
13. Ability to work with frequent distractions and foster a professional office atmosphere

Essential Job Duties:

1. Prepare, maintain, and update electronic records by utilizing various software and web based programs, spreadsheets, reports, forms and other publications
2. Respond and assist to inquiries from parents, staff, and public regarding the district
3. Support the planning and execution of meetings, preparing of agenda and minutes, and making necessary travel arrangements as needed
4. Able to oversee and maintain large projects assigned
5. Perform office duties including but not limited to: filing, data entry, digitizing documents, accurate reporting, collecting, organizing and maintaining paperwork, records and communication systems
6. Be courteous and responsive to requests
7. Deal with confidential items in a professional manner
8. Support administration in the implementation of school district-wide policy and regulations

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.