



Job Title:	Executive Assistant to the Assistant Superintendent of Human Resources
Location:	District Administration Center
Division / Department:	Human Resources
Reports to:	Assistant Superintendent of Human Resources
Level / Grade:	Non-Certified / IMRF
Type of Position:	Full - time
Hours / Work Year:	Exempt / 12 Month

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves nearly 17,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

General Description:

The Executive Assistant to the Assistant Superintendent of Human Resources provides high-level administrative and organizational support to the Human Resources Department. This role performs a full range of confidential clerical and administrative duties, assists in coordinating internal and external engagement initiatives, and supports the planning and execution of staff and community events. The position ensures the efficient operation of the office, manages sensitive information with professionalism and discretion, and serves as a liaison between Human Resources, district leadership, the Board of Education, staff, and external stakeholders. Strong attention to detail, organizational skills, and the ability to manage multiple priorities in a fast-paced environment are essential.

Performance Responsibilities:

- Serves as the main point-of-contact between the Assistant Superintendent and the Human Resources Department, General Counsel, and Building/District Administration, and Employees; answering routine requests for assistance, and referring/following up on inquiries as-needed to ensure a timely and accurate response.
- Maintains the Human Resources Department calendar, including the administrative schedules appointments, and tracks absences within the Human Resources Department.
- Provides clerical support with a variety of tasks, including copying and filing documents, receiving/distributing mail, and drafting memos.
- Verifies the accuracy of reimbursement requests, invoices, and other documents before providing them to the Assistant Superintendent for review and signature.

- Maintains the Human Resources Department's budget, reconciles all P-Card receipts and statements, purchases supplies as needed, and submits purchase orders/invoices to the Finance Department as needed.
- Assists with verifications of experience, public sector loan forgiveness, teacher loan forgiveness, and mortgage verification requests; assists with retirement inquiries as needed.
- Coordinates the renewal of Human Resources Department memberships, i.e. AASPA, IASPA, IPA, IASA.
- Manages the on-boarding experience for administrators and non-bargaining unit employees, meets with selected candidates to complete new-hire paperwork, and submits salary grids & contracts to the Superintendent's office to be included along with respective board meeting information to the Board of Education for their review and/or approval.
- Assists with the annual audit and update of the evaluation system, i.e. Evaluwise.
- Facilitates training for administrators, including registration, travel, etc.
- Supports the creation and distribution of annual administrator contracts.
- Assists the Assistant Superintendent in preparation for upcoming Board of Education meetings, including preparation of memoranda or reports.
- Completes appropriate tasks in the HRIS systems to maintain accurate employee information and serves as a point of contact between HRIS coordinator as appropriate;
- Collaborates with the Executive Assistant for the School Board to notify the school community when times of loss within the district.
- Process and maintain exit survey data for departing staff.
- Assists with reports and processes related to staffing as directed; ensures compliance with licensure for employees as needed.
- Prepare, process, and distribute the review of personnel files and assist with FOIA requests.
- Processes official transcripts for purposes of lane change requests and sends confirmation to employees regarding their status.
- Greets all visitors to Human Resources and Student Services courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
- Checks visitors in using the visitor management security system, i.e. Raptor.
- Answers the front desk telephone and responds appropriately to requests for information.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in business or a related field required.
- Three to five years of experience in office administration required, experience in a school district and/or public-sector environment preferred.
- Knowledge and understanding of human resources, benefit, and payroll administration principles, practices, and procedures.
- Skill in using databases and software programs such as Microsoft Excel to aggregate and analyze large data sets.
- Ability to travel to multiple sites within the District as assigned.
- Strong organizational, communication, and interpersonal skills required.
- Prioritizes equity and rightful presence.

Competencies:

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Managing People:** Sets clear direction and builds buy-in. Engages team members in planning. Takes responsibility for the team and stays accessible to colleagues. Provides regular performance feedback. Develops team members' skills and supports their growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors within the school/district office environment. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

FLSA Status: Exempt

Bargaining Unit: Non-Bargaining

Approved Date:5/11/2026