



Description

Evanston/Skokie School District 65 is Committed to equitable outcomes for all children, racial equity, restorative justice practices, innovative learning, collaborative teaming, and building community.

Title: Administrative Assistant II, Nutrition Services

Reports to: Nutrition Services Coordinator

POSITION SUMMARY: The Administrative Assistant II reports directly to the respective Department Lead and helps to ensure that the department is partnering collaboratively with schools, families and staff to enable equitable outcomes for all children. Specifically, the Administrative Assistant II provides efficient and effective customer service to all department staff and other district stakeholders, manages clerical and other administrative processes and coordinates district/department reports and other projects as required. The Administrative Assistant II remains current on department policies and procedures, can work under limited supervision and plays a critical role in keeping the department running smoothly.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Prepares a variety of correspondence, reports and other materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Compiles data including work orders, budget and personnel information for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program requirements – including but not limited to proper distribution of materials to a variety of departments, maintaining the department website, monitoring grant requirements, processing student enrollment and other paperwork - in a timely fashion.
- Conducts research and presents on current practices, policies and education code to keep the district in good standing and to improve and refine department programs and policies.
- Processes timesheets, purchase orders and other paperwork as required by the department's programs and strategic priorities/functions.
- Responds to a wide variety of inquiries from internal and external parties - including but not limited to staff, parents, students, public agencies and vendors - for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Ensures adequate inventory of supplies and materials which includes purchasing supplies/materials and managing logistics for delivery to the appropriate stakeholder or event.
- Maintains a variety of manual and electronic documents files and records in accordance with established administrative guidelines and legal requirements.
- Participates in department and/or in-service meetings and disseminates information as appropriate.

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- Translates materials with accuracy and timeliness as applicable.
- Performs a range of secretarial and clerical duties – including but not limited to routing incoming mail, preparing outgoing mail, making copies, scheduling/calendar management, event logistics, travel and data entry - with accuracy and in a timely fashion.
- Greets visitors and ascertains the nature of their visit for the purpose of directing them to the appropriate resource or person.
- Performs any other duties as assigned.

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

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.

Customer Service: Displays courtesy and sensitivity. Manages difficult or challenging customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how a job relates to others. Uses resources effectively.

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.

Relationship Building: Builds rapport up, down, and across the organization. Establishes collaborative relationships to achieve objectives. Seeks win-win solutions to conflict. Develops a network of professional contacts. Displays empathy and tolerates diverse viewpoints.

Use of Technology: Demonstrates required skills. Adapts to new technologies. Troubleshoots technological problems. Uses technology to increase productivity. Keeps technical skills up to date.

Problem Solving: Identifies problems in a timely manner. Gather and analyze information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

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Education: A high school diploma or GED required.

Experience: Three (3) years of increasingly responsible experience in clerical work.

Language Skills: Reads and interprets general business and professional journals, technical procedures, or regulations. Writes reports, correspondence, and manuals. Effectively presents and responds to questions from managers and the public.

Mathematical Skills: Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, and percent and draws and interprets bar graphs.

Reasoning Ability: Solves practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Microsoft Office, Google Drive and additional which varies by department

PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing.

Lifting Demands: Up to 10 pounds.

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 3 moderate.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.