

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Executive Assistant to the Superintendent

Calendar Work Days: 12 months/260 days

Supervisor: Superintendent

Status: non-exempt

Work Location: District Office

POSITION SUMMARY: Under the direction of the Superintendent, the Executive Assistant ensures the efficient and professional operation of the Superintendent's Office and provides high-level administrative, organizational, and communication support to the Superintendent.. The Executive Assistant serves as a key liaison between the Superintendent and district stakeholders. This position requires sound judgment, discretion, and the ability to manage complex and confidential matters independently. The position requires occasional evening and weekend work to support the Superintendent at district events and to manage urgent matters.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE

- Bachelor's degree preferred (Business, Communications, Public Administration, or related field)
- Minimum of 5 years of executive or administrative assistant experience (school district experience preferred)
- Exceptional written and verbal communication skills
- Strong organizational and multitasking abilities
- High level of professionalism, discretion, and confidentiality
- Ability to work independently and exercise sound judgment
- Proficiency in Google Workplace, Microsoft Office and office technology systems
- Ability to manage complex interpersonal situations with professionalism and diplomacy
- Strong attention to detail and accuracy

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Executive & Administrative Support
 - a. Manage all office operations for the Superintendent's Office
 - b. Maintain the Superintendent's calendar; coordinate meetings, appointments, and conferences
 - c. Prepare, edit, and proofread correspondence, reports, agendas, and official documents
 - d. Screen calls, visitors, and incoming correspondence; respond or route appropriately
 - e. Prepare purchase orders, requisitions, and other business office documents
 - f. Maintain accurate and organized electronic and physical filing systems, including historical records
 - g. Keep the Superintendent informed of emerging issues, concerns, and priorities
2. Communication & Public Relations
 - a. Serve as liaison between the Superintendent, staff, families, community members. Respond to inquiries and assist with concerns using diplomacy and professionalism
 - b. Assist with public communications, including letters, announcements, and District correspondence
 - c. Support media communications, including emergency notifications (e.g., school closings)
 - d. Maintain strong working relationships across the district and community

3. Coordination & Special Projects
 - a. Coordinate travel and conference arrangements for the Superintendent
 - b. Organize and support special events, meetings, and district functions
 - c. Assist with district-wide initiatives. Maintain district calendars and assist with reports and publications

4. Records & Information Management
 - a. Maintain confidential and official district records in compliance with state laws and district policies
 - b. Ensure proper retention, organization, and accessibility of documents

5. Additional Responsibilities
 - a. Acquire and maintain:
 - i. Notary Public certification
 - ii. OMA and FOIA training for understanding and general knowledge

 - b. Serve as backup support to other administrative offices as needed
 - c. Support labor relations processes, as assigned
 - d. Attend evening/weekend meetings and events as required
 - e. Perform other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT

- 12-month, 260 day position
- Compensation: \$60,000-\$70,000 annually
- Non-exempt
- Comprehensive benefit package – 125 Cafeteria plan - including but not limited to health, dental, and vision insurance
- Group term life/ADD insurance
- Employee Assistance Program
- Paid leave

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with parents/guardians, community members, outside providers, students, and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Hinsdale Township District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. It shall be the policy District 86 to hire all staff without discrimination because of race, color, creed, religion, sex, sexual orientation, gender expression or identity, marital status, national origin or ancestry, age, disability, physical or mental handicap unrelated to ability, veteran, military status or an unfavorable discharge from service, or citizenship status provided the individual is authorized to work in the United States. District 86 is committed to a workplace free of unlawful discrimination, harassment or retaliation as mandated under Title VI, Title IX, Section 504, the Age Discrimination Act, the Boy Scouts Act, and the Americans with Disabilities Act.

NON-DISCRIMINATION COORDINATOR

Jod Bryant

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481