

WILL COUNTY SCHOOL DISTRICT 92 JOB DESCRIPTION

Position: Administrative Assistant to the District Office

Reports To: Assistant Superintendent of Business, Director of Curriculum & Instruction, Director of Building & Grounds

Work Year: 12 month position

Salary: TBD based on experience and District 92 guidelines

Position Summary

The Administrative Assistant to the District Office provides high-level administrative and clerical support to multiple departments, including Curriculum & Instruction and Building & Grounds. This position is responsible for a wide range of tasks including communication, scheduling, purchasing, compliance tracking, document management, and coordination of departmental projects and initiatives. The role requires professionalism, confidentiality, and the ability to work effectively in a fast-paced office environment.

Qualifications

- High school diploma required; Associate's degree or higher preferred
- Minimum of 3–5 years of office/administrative assistant experience
- Strong organizational and interpersonal skills
- Excellent verbal and written communication skills
- Proficient in Google Workspace and/or Microsoft Office Suite
- Knowledge of district platforms such as PowerSchool and ParentSquare preferred
- Demonstrated ability to handle confidential matters with discretion
- Strong attention to detail and ability to multitask and prioritize
- Familiarity with public education systems and terminology preferred
- Ability to handle pressure and meet deadlines professionally
- Successfully pass a background check
- Other qualifications as deemed appropriate by the Superintendent/Board of Education

Essential Duties and Responsibilities

General Office Duties

- Greet and direct visitors; answer and route phone calls
- Open and distribute US and interoffice mail
- Maintain confidential personnel and student records
- Manage calendars, schedule meetings, prepare agendas and minutes as needed
- Draft and distribute memos, letters, reports, and other communications
- Order and maintain office supplies for multiple departments
- Provide lunch and coverage support to ensure continuous front office operations

- Perform other duties as assigned by District 92 administration

Support to Curriculum & Instruction

- Coordinate curriculum-related events, meetings, and professional development
- Maintain records for professional development hours and staff attendance
- Assist with grant applications, tracking, and compliance documentation
- Organize curriculum documents, assessments, and instructional resources
- Support summer programming coordination and communication
- Manage registration and reimbursements for conferences and trainings
- Assist with logistics for curriculum adoption committees and instructional teams

Support to Building & Grounds

- Act as liaison between school leaders and the Director of Building & Grounds
- Maintain and organize facility documentation, project timelines, and maintenance logs
- Assist with scheduling inspections, vendor visits, and contractor communication
- Process purchase orders, invoices, and budget tracking for facilities-related needs
- Support communications regarding building access, custodial coverage, and summer projects
- Coordinate safety drill documentation and regulatory compliance records

Other Responsibilities

- Assist in processing site and impact fees, registration fee waivers, and payment plans
- Support flyer distribution, transportation data collection, and MySchoolBucks processing
- Stay up to date with National School Lunch Program (NSLP) guidelines, as needed

Terms of Employment

Full time, 12 month position. Benefits provided per District 92 guidelines for full time employment.

We Are An Equal Opportunity Employer