

DOLTON WEST SCHOOL DISTRICT 148
Executive Assistant to the
Assistant Superintendent/Chief School Business Official

Position Classification: Exempt

Department: Business Office

Reports To: Assistant Superintendent/Chief School Business Official

Classification: 12-Month, Non-Exempt (or per district contract)

Location: District Office

Position Summary

The Executive Assistant to the Assistant Superintendent/Chief School Business Official (CSBO) provides high-level administrative and organizational support to ensure the efficient operation of the Business Office. This position serves as a key support role in coordinating business, financial, and operational functions of the district.

The Executive Assistant performs advanced clerical duties requiring discretion, confidentiality, and independent judgment. In addition to supporting the CSBO, this position provides assistance to the Human Resources Department and offers support to the Senior Executive Assistant as needed. The role requires strong communication, organizational, and multitasking skills to effectively manage priorities in a fast-paced environment.

QUALIFICATIONS:

Education:

- High school diploma or equivalent required
- Associate's degree in Business Administration, Office Management, Human Resources, or a related field preferred
- Bachelor's degree in a related field preferred

Experience:

- Minimum of 5 years of experience in a high-level executive assistant or administrative support role required
- Prior experience supporting executive-level leadership in a school district, public sector, or similarly complex organization preferred
- Experience supporting business office operations, finance, or Human Resources functions preferred

Knowledge & Skills:

- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong organizational and time management skills with the ability to manage multiple priorities and deadlines
- Exceptional attention to detail and accuracy
- Strong written and verbal communication skills

- Ability to handle confidential and sensitive information with professionalism and discretion
- Knowledge of school district operations, financial procedures, and HR processes preferred
- Ability to work independently and collaboratively across departments
- Strong problem-solving skills and ability to exercise sound judgment

Key Functions:

- Provide executive-level administrative support to the Assistant Superintendent/CSBO
- Serve as a liaison between the Business Office and internal/external stakeholders
- Assist in coordinating business office operations, schedules, and communications
- Support Human Resources functions including documentation, onboarding processes, and record maintenance
- Maintain accurate records, reports, and documentation related to business and HR functions
- Assist with preparation of Board of Education materials, reports, and presentations
- Support compliance with district, state, and federal reporting requirements
- Provide backup and support to the Senior Executive Assistant as needed

Key Responsibilities:

- Manage calendars, appointments, and scheduling for the Assistant Superintendent/CSBO
- Prepare correspondence, reports, meeting agendas, and official documents
- Coordinate meetings, including logistics, materials, and follow-up communication
- Maintain and organize confidential files and records
- Assist with payroll, purchasing, and budget-related documentation as assigned
- Support HR processes such as employee onboarding, document collection, and personnel records
- Respond to inquiries and provide information to staff, vendors, and community members
- Track deadlines and ensure timely submission of required reports and documentation
- Assist in special projects and initiatives within the Business Office and HR Department
- Provide administrative support for audits, compliance reviews, and financial reporting processes

Salary/Benefits: \$55,000 - \$60,000. The District offers fringe benefits, including life, medical, dental and vision insurance.

Reports To: Assistant Superintendent of Curriculum and Instruction.

How to Apply: Interested candidates should submit all application materials via district website: <https://www.district148.net/district-information/employment>

Equal Opportunity Statement

The district is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other protected status in accordance with applicable laws.